



City of Fort Atkinson  
City Manager's Office  
101 N. Main Street  
Fort Atkinson, WI 53538

**PLAN COMMISSION MEETING  
IN PERSON AND VIA ZOOM  
TUESDAY, MARCH 10, 2026 – 4:00 PM  
CITY HALL – SECOND FLOOR**

<https://us02web.zoom.us/j/82214860406?pwd=TEVyUVdQM05VNFVzb0E2TUNTvnZlZz09>

Meeting ID: 822 1486 0406

Passcode: 53538

Dial by Location

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**AGENDA**

- 1. Call meeting to order**
- 2. Roll call**
- 3. New Business**
  - a. Review and possible action relating to the **minutes of the February 10, 2026, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
  - b. **Public Hearing:** Conditional Use Permit relating to occupancy by a construction company, including indoor business activities and ancillary equipment storage at the property located at 525 Jefferson St. (CUP-2026-02) (Draeger, Director of Neighborhood and Building Services)
  - c. **Public Hearing:** regarding a Zoning Map Amendment to change the zoning district for the property located on Mehta Lane (parcels 226-0614-3231-000 and 226-0614-3242-001) from Suburban Mixed Use (SMU) to Multi-Family Residential-12 (MRM-12) (ZMA-2026-01) (Draeger, Director of Neighborhood and Building Services)
  - d. **Public Hearing:** relating to a request for a General Development Plan for the property located at 23 N. Water St. E. and the westerly adjacent vacant lot (parcels 226-0514-0322-008 and 226-0514-0322-009), to change the zoning from Downtown Historic Mixed Use (DHMU) to Downtown Historic Mixed Use with a Planned Unit Development Overlay to allow for removal of a vacant building and

development of a 15-stall parking lot at the site (PUD-2025-03) (Draeger, Director of Neighborhood and Building Services)

- e. **Public Hearing:** relating to amendments to various sections of the Zoning Ordinance, Chapter 15 of the City of Fort Atkinson Code of General Ordinances, relating to the review and approval of Signs (ZTA-2026-01) (Draeger, Director of Neighborhood and Building Services)
- f. Review and discussion relating to the requested Conditional Use Permit on the property located at 525 Jefferson Street (CUP-2026-02)
- g. Review and possible recommendation to the City Council regarding a **Zoning Map Amendment** to change the zoning district for the property located on Mehta Lane (parcels 226-0614-3231-000 and 226-0614-3242-001) from Suburban Mixed Use (SMU) to Multi-Family Residential-12 (MRM-12) (ZMA-2026-01) (Draeger, Director of Neighborhood and Building Services)
- h. Review and possible recommendation to the City Council relating to a request for a **General Development Plan** for the property located at 23 N. Water St. E. and the westerly adjacent vacant lot (parcels 226-0514-0322-008 and 226-0514-0322-009), to change the zoning from Downtown Historic Mixed Use (DHMU) to Downtown Historic Mixed Use with a Planned Unit Development Overlay (PUD-2025-03) (Draeger, Director of Neighborhood and Building Services)
- i. Review and possible recommendation to the City Council relating to **amendments to various sections of the Zoning Ordinance, Chapter 15 of the City of Fort Atkinson Code of General Ordinances**, relating to the review and approval of Signs (ZTA-2026-01) (Draeger, Director of Neighborhood and Building Services)
- j. Review and possible recommendation to the City Council relating to a **Certified Survey Map**, for the property located at 1310 Campus Dr. (CSM-2026-03) (Draeger, Director of Neighborhood and Building Services)
- k. Information relating to the Habitat for Humanity Critical Repair Program (Houseman, City Manager)
- l. Update on previously approved projects (Houseman, City Manager)

#### **4. Adjournment**

*Date Posted: March 6, 2026*

*CC: Plan Commission, City Council; City Staff; City Attorney; News Media; Fort Atkinson School District; Fort Atkinson Chamber of Commerce*

*Notice is hereby given that a majority of the Fort Atkinson City Council may be present at this meeting at the location and time indicated above to gather information about any subject matters on this agenda over which they have decision-making responsibility. This may constitute a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173*

*Wis.2d. 553, 494 N.W.2d 408 (1993), and must be noticed as such although the City Council will not take any formal action at this meeting.*

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**PLAN COMMISSION MEETING  
IN PERSON AND VIA ZOOM  
TUESDAY, FEBRUARY 10, 2026 – 4:00 PM  
CITY HALL – SECOND FLOOR**

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**MINUTES**

**1. Call meeting to order**

Chairperson Manager Houseman called the meeting to order at 4:00 pm.

**2. Roll call**

Present: Chairperson Manager Houseman, Director of Public Works Navin, Council Representative Schultz, Commissioners Shull and Kessenich. Also present: Clerk/Treasurer/Finance Director, Deputy Clerk, Director of Neighborhood Services, Council members Huckabee and Jaeckel.

Commissioner Ciccarelli joined the meeting at 4:16pm

**3. New Business**

*a. Review and possible action relating to the **minutes of the January 27, 2026, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

Shull moved, seconded by Kessenich to approve the minutes of the January 27, 2026 Plan Commission meeting. Motion carried.

*b. Review and possible action relating to a **Site Plan Review for Willow Ridge Apartments** located at 916 Madison Ave. (SPR-2026-01) (Draeger, Director of Neighborhood and Building Services)*

Director Draeger shared that the proposed development includes the retrofitting of the existing +/- 5,000 square foot structure from a mixed-use building (Kent's Big Bar with upper level residential) to a 5-unit multi-family building. The applicant is proposing five residential units (3 on the first floor and 2 on the second floor), ranging from 1-2 bedrooms each. Access to each unit will be provided via three entry points on the east, west, and south sides of the building. Upper-level units will be accessible through interior staircases on the east and west sides of the building.

Other proposed site improvements include:

- Adding two front-facing gables on the south facade of the existing structure, facing

Madison Avenue.

- Exterior façade enhancements on all sides of the structure.
- Removal of the existing covered parking structure, shed, chain link fence, and portions of the asphalt.
- New landscaping on all sides of the property.
- New bicycle parking rack and exterior dumpster enclosure.

Primary access to the site will be retained from Cloute Street on the west side of the property and the reduction in asphalt will result in the removal of impervious surfaces on the lot and access connections to the neighboring property to the east. One on-site parking stall will be accessed via the rear alleyway. The subject parcel lies on the edge of the North Neighborhood and Central Neighborhoods Planning Area and has been identified in both as Mixed-Use. The opportunities indicated in the plan include mixed-use redevelopment close to Madison Avenue and revitalization along Madison Avenue.

The subject property is also shown as Planned Mixed-use and Future Redevelopment Opportunity Area on the Future Land Use Map. This designation includes a blend of commercial, office, multi-family residential, and community facility land uses. Staff believes the proposal is in concert with the Comprehensive Plan.

Kessenich questioned the size of the parking stalls and referenced the stall in the rear of the building. Discussion followed on tenant access and the design submitted by the developer is adequate for the required stalls, tenants and landscaping.

Shultz inquired on the alley in the rear of the building. Houseman stated this is a public alley maintained by Public Works.

City staff recommends approval of the Site Plan, subject to the following conditions:

1. Require the applicant to add a sidewalk connection from the existing sidewalk along Cloute Street to the building to align with the proposed new sidewalk in front of the building.
2. Require the applicant to add a paved walkway to the dumpster enclosure.
3. Require the applicant to add curbing around all paved areas facing Madison Avenue.
4. Allow a minimum throat depth of less than 25 feet due to site constraints and existing curb cut locations.
5. Require the applicant to provide the following information that meets all the requirements of the Zoning Code to be reviewed by City staff:
  - a. Photometrics plan and lighting fixture cut sheets.
  - b. Mechanical locations and proposed screening.
  - c. Materials and height of the dumpster enclosure.

- d. Landscaping plan with species identified and points calculated.
- 6. Any other recommendations of City staff and the Plan Commission.

Discussion continued on allowing tenant walking space between the parked cars and the building. A recommendation of a 5 foot setback was suggested to create a sidewalk between the front of the building and the parking stalls.

Shultz moved, seconded by Ciccarelli to approve the Site Plan for the Willow Ridge Apartments located at 916 Madison Avenue, subject to the conditions in the staff report with the additional recommendation of moving the parking stalls back 5 feet from the building to allow for landscaping and a walkway between the parked cars and the building. Motion carried.

- c. ***Presentation to the Plan Commission on Premier Real Estate Management LLC, Concept Plan for six 12-unit multifamily buildings along Mehta Lane (Draeger, Director of Neighborhood and Building Services)***

Director Draeger presented the concept plan submitted by Premier Real Estate Management, LLC. Premier Real Estate Management, LLC, is proposing a Group Development that will require a Zoning Map Amendment, Certified Survey Map review and a Conditional Use Permit due to the presence of multiple principal structures. City staff and the applicant are presenting the Plan Commission with a conceptual development proposal located on Mehta Lane, encompassing parcel numbers 226-0641-3231-000 and 226-0614-3242-001. Both parcels are currently zoned Suburban Mixed Use (SMU), which does not permit standalone multi-family residential buildings without an accompanying commercial component. As such, a zoning map amendment would be required for this project. The applicant is proposing rezoning the property to Multi-Family Residential-8 (MRL-8), which allows up to eight dwelling units per acre and is consistent with the proposed project density. The adjacent property is already zoned MRL-8.

The project would generate employment opportunities within the City, including one full-time property management position and up to two part-time positions for maintenance and housekeeping. The applicant has experience constructing similar developments in other communities, including the City of Reedsburg and the City of Portage. The building design incorporates attached garages, which provide covered parking while minimizing additional impervious surface area that would otherwise be created by detached garage structures or garage banks.

Overall, City staff believe the proposed concept is compatible with the existing development in the surrounding area, would add quality housing stock to the City, and would provide modest employment opportunities. Additionally, an adjacent property is already zoned MultiResidential-8 (MRL-8) and contains a similar development, reducing concerns related to spot zoning. Note that, due to the preliminary nature of this concept plan, City staff has not vetted this project relating to emergency access, utilities, traffic, or other items. A thorough review will be conducted during the next phases of the project.

Plan Commission takes no action at the Concept Proposal stage. Formal action is taken during the CUP, ZMA, and CSM review and approval processes. City Staff support the proposal as a concept plan and recommends that the Plan Commission provide feedback to staff and the applicant for incorporation into the next phases of the project.

Ciccarelli inquired about the possible extension of Commonwealth Drive. Draeger noted the soil and wetlands would restrict the development.

Houseman recommended sidewalks to connect the building and the street extension of Commonwealth if wetlands allow for EMS.

Schultz inquired how Premier Real Estate Management LLC chose Fort Atkinson for this project. Emily McFarland of Premier Real Estate responded that, as the previous Mayor of Watertown, Manager Houseman has done a great job promoting Fort Atkinson for growth and development. Shultz further commented that while Fort Atkinson is seen as a bedroom community, our recent retail market study shows that we have a net influx of workers, meaning the City is the opposite of a bedroom community.

No action was taken.

- d. *Update on previously approved projects (Houseman)*  
None

#### **4. Adjournment**

Schultz moved, seconded by Shull to adjourn. Meeting adjourned at 4:42 p.m.

Respectfully submitted,  
Courtney Thom  
Deputy Clerk

## Public Hearing REPORT TO THE PLAN COMMISSION

**DATE:** March 10, 2026  
**PROPERTY ADDRESSES:** 525 Jefferson St.  
**PARCEL NUMBER:** 226-0614-3433-017  
**OWNER:** Fort Land Company, LLC

**APPLICANT:** Mike Foerster

**FILE NUMBER:** CUP-2026-01  
**EXISTING ZONING:** UMU, Urban Mixed Use  
**PROPOSED ZONING:** UMU, Urban Mixed Use  
**EXISTING LAND USE:** Former Warehouse/Office (Uncle Josh's/Acme Bait)  
**REQUESTED USES:** Office, Indoor Sales or Service, Indoor Maintenance, Incidental Light Industrial, Incidental Outdoor Storage, and Vehicle Service and Repair

### BACKGROUND

Section 15.10.32 of the City of Fort Atkinson Zoning Ordinance outlines the requirements for the Conditional Use application and procedure. This requires the Site Plan as referenced above and a public hearing before the Plan Commission.

### REQUEST OVERVIEW

The applicant is seeking to reuse the existing building located at 525 Jefferson Street to house contractor businesses for A+ Environmental (basement waterproofing) and Home Backup Systems (emergency generator sales/installation). The property was formerly used in a similar manner when it was home to Uncle Josh's Bait and Acme Bait.



This is a mixed-use area of Fort Atkinson including residential homes to the south, Ralph Park to the east, and industrial uses to the north and west. The parcel is 1.8 acres in area and contains an existing 34,000 square foot building, access to both Clarence Street and Jefferson Street, and gravel areas to the east and west of the building. The southern portion of the parcel is undeveloped, and it is not proposed to change as part of the building reuse.

According to the applicant's narrative, the proposed project includes mainly interior building upgrades, along with repainting the exterior of the building, new plantings, new overhead doors on the southwest side of the structure, and new pavement added for handicap accessible parking stalls. There will be 10-15 employees on-site that typically will leave in the morning for the job site and return in the afternoon. The proposed use is not expected to generate significant noise, odor, or large vehicle traffic. Loading and unloading will occur via the two existing loading docks on the northeast corner of the building, and the majority of equipment (skid steers, back-hoes, dump trucks) will stay at a given job site. Outdoor storage is not proposed, and any incidental outdoor storage is expected to be temporary in nature.

Within the Zoning Ordinance, each land use has a defined set of requirements and criteria that must be met prior to granting approval. Additionally, Vehicle Service and Repair land uses require a Conditional Use Permit in the UMU zoning district. This memo reviews the proposed development with respect to the Site Plan requirements, Conditional Use findings, and all land use-specific requirements of the City's Zoning Ordinance.

#### **SITE PLAN REVIEW:**

There are no proposed changes to the existing structure or site that need to conform to the zoning district's dimensional standards. All requirements are met.

The proposed land use for the property includes: Office, Indoor Sales or Service, Indoor Maintenance, Incidental Light Industrial, Incidental Outdoor Storage, and Vehicle Service and Repair.

- The Office land use requires:
  1. Minimum on-site parking of 1 space per 400 sf = **unknown** (3,000 sf of office = 7 spaces required)
- The Indoor Sales or Service land use requires:
  1. Minimum on-site parking of 1 space per 400 sf = **unknown** (unknown sf of sales = unknown spaces required)
- The Indoor Maintenance Service land use requires:
  1. Minimum on-site parking of 1 space per 400 sf = **unknown** (4,000 sf of maintenance space = 10 spaces required)
- The Vehicle Service and Repair land use requires:
  1. Bufferyard of 0.6 along all borders of display area abutting residential = met (none proposed)
  2. Signs, screening, enclosures, landscaping, or materials displayed may not interfere with traffic visibility, circulation, or access = met (none proposed)
  3. Outdoor storage of unlicensed or inoperable vehicles is prohibited outside of areas fully screened with a solid fence = met (none proposed)
  4. Minimum on-site parking of 1 space per 400 sf = **unknown** (unknown sf of

vehicle service and repair space = unknown spaces required)

- The Incidental Light Industrial land use requires:
  1. Total area devoted to said uses shall not exceed 15% of the total building area up to 5,000 sf = **unknown** (unknown sf of light industrial = unknown if requirement is met)
- The Incidental Outdoor Storage land use requires:
  1. All storage areas are fully screened from view at a minimum height of 8' = No outdoor storage areas are proposed.
  2. The storage area shall not exceed 500 sf = No outdoor storage areas are proposed.

The applicant has submitted elements of the Site Plan Review that are included within the attachment. Below is a review of the various other zoning standards that are required for the proposed development:

**Access and Visibility Standards (Section 15.06.03, 15.06.04, and 15.06.05)**

- Multiple access points from one street can be approved through the Site Plan process on lots greater than 200 feet long = N/A (no proposed change)
- No access is permitted within 50 feet of an intersection = N/A (no proposed change)
- Maximum driveway size is 24 feet wide = N/A (no proposed change)
- At least one ped/bicycle access point to at least one street frontage is required = N/A (no proposed change)
- All structures must be located outside of vision triangles at the right-of-way intersections = N/A (no proposed change)

**Parking and Loading Standards (Section 15.06.06 and 15.06.07)**

- All access points, drive isles, driveways, and parking areas must be constructed of a hard surface = **not met**
- All site ingress and egress are to be 6" concrete per City standards = **Not met**
- Public Sidewalk installed along all street frontages = **Not Met**
- All parking stalls must provide pavement markings = **unknown**
- Throat depth (distance between street access and traffic circulation area/parking area) must be a minimum of 25 feet = N/A (no proposed change)
- Minimum parking stall dimensions are required to be 9 feet wide and 18 feet long = **unknown**
- Minimum parking isles are required to be 24 feet wide = **unknown**
- Minimum and maximum off-street parking stalls = **unknown**
- A minimum of 4 on-site bicycle stalls are required = **not met**

- Minimum loading area must be at least 10 feet wide and 25 feet long = met

#### **Exterior Lighting Standards (Section 15.06.20)**

- At the property line, a maximum of 1.0 footcandle is required = N/A (no proposed change)
- The average lighting on-site is required to be a maximum average of 3.0 footcandles = N/A (no proposed change)
- The maximum height of all freestanding light fixtures is 30 feet = N/A (no proposed change)
- All exterior lighting elements must be shielded and downward-facing = N/A (no proposed change)

#### **Outdoor Storage and Screening Standards (Section 15.06.21)**

- All trash containment structures are required to be enclosed, a maximum of 6 feet in height, and made of solid wood with an access gate = Met - (Wood Enclosure on concrete)
- All building mechanicals on the exterior of the building are required to be screened = N/A (no proposed change)
- Outdoor storage areas must be screened = N/A (no proposed outdoor storage areas proposed)

#### **Landscaping Standards (Section 15.08.30)**

No new landscaping is required because there are no proposed exterior changes to the property that would impact street frontage, paved surface areas, building foundations, or building footprints. However, additional paved surfaces will require additional landscaping. The applicant has indicated within the submitted materials that additional plantings are proposed along the north side of the property. **1,238 Landscaping points are proposed.**

#### **Fence Standards (Section 15.06.40)**

If any outdoor storage areas are proposed, those areas shall be required to be screened from view utilizing fencing that's solid (opaque) and a minimum of 8' tall = N/A (No outdoor storage areas are proposed.)

#### **Exterior Building Design Standards (Section 15.07.40)**

The applicant has indicated that the exterior of the structure will be repainted, but no additional information beyond that has been provided = N/A (No exterior building upgrades are proposed beyond painting.)

## CONDITIONAL USE FINDINGS

In reviewing and taking final action on a proposed conditional use permit, the Plan Commission shall consider whether the proposed conditional use (staff review of each finding is underlined):

- Is in harmony with the Comprehensive Plan. This condition may be met. The proposed use is consistent with past property uses, the existing building format, and other uses in the area. However, the property is shown as Planned Mixed Use on the Future Land Use Map. This designation includes a mix of commercial and residential uses.
- Would result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare. This condition may be met. The applicant has indicated that there will be minimal exterior impacts to neighboring properties from the proposed use. However, the condition of the site could be significantly improved from where it is today.
- Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property. This condition may be met. This area contains a mix of uses, including residential, industrial, and institutional. The proposed use aligns with the building's past uses and configuration, but does not reflect the City's desired future plan for this site (Planned Mixed Use) as indicated within the Comprehensive Plan.
- The conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public or private agencies serving the subject property. Staff believes this condition is met. The existing site is currently served by utilities and infrastructure. No upgrades or changes are required.
- The potential public benefits outweigh any potential adverse impacts of the proposed conditional use, after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts. This condition may be met. The proposed use is consistent with past property uses, the existing building format, and other uses in the area. It may not pose a significant change to the area with the proposed use, but the on-site property conditions could be significantly improved from where they are today.

The Plan Commission may impose conditions on any conditional use permit related to the physical development and operation, vehicles and equipment of the use, roadway impacts, or other conditions as necessary. See the recommendations section below for proposed additional conditions.

## PUBLIC NOTICE:

A Public Hearing is required for a Conditional Use and has been adequately noticed per state

statute requirements. No public notice is required for Site Plan review and action.

**COMPREHENSIVE LAND USE PLAN (2019):**

The subject parcel lies within the North Railway District Planning Area (see Attachments) and is identified as Mixed Use within the Plan. The opportunities indicated on the Plan include business growth through infill industrial sites and job-focused redevelopment.

The subject property is also shown as Planned Mixed Use on the Future Land Use Map. This designation includes a mix of commercial and residential uses. Staff believes the proposal could be viewed as being concert with the Comprehensive Plan.

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**DISCUSSION**

The proposed land uses and operations are generally consistent with the property’s historic uses. The building and site were originally developed to accommodate commercial and industrial-type businesses, and the current proposal aligns with that established pattern. The applicant represents long-standing Fort Atkinson businesses that have outgrown their current locations and are seeking to remain and expand within the community. The subject property provides increased flexibility and opportunity for long-term operational growth while supporting the retention of established local businesses.

While the precise number of required parking spaces has not been fully determined as part of this analysis, a commonly used benchmark for a business of this type is approximately one parking space per employee. Based on that general metric, the existing parking area located on the west side of the property, if paved and properly striped, would be capable of accommodating approximately 30 or more parking spaces. This supply would significantly exceed the current number of employees (approximately 10) and would also accommodate the applicant’s projected future workforce of approximately 20 employees.

The Conditional Use Permit (CUP) will facilitate additional vehicle and truck traffic to and from the site as part of the expanded operations. While the applicant is proposing limited improvements, including paving one ADA-compliant handicap stall, painting the exterior of the building, and installing landscaping, additional site improvements are necessary to bring the broader property into greater compliance with City standards. These improvements include paving the existing gravel parking area, installing concrete aprons, and constructing sidewalk improvements at both west parking lot approaches to the site. Sidewalk installation is also required along Clarence and Lorman Streets.

The proposed paving will increase the amount of impervious surface on the site, which requires additional landscaping under City regulations. In the opinion of City staff, the landscaping plan proposed by the applicant satisfies these requirements and provides an appropriate level of site enhancement.

City staff recommend that the sidewalk requirement along Jefferson Street be deferred at this time. Jefferson Street is anticipated to be reconstructed in the future, and sidewalk installation

could be completed more efficiently as part of that coordinated public project.

Future reconstruction of Jefferson Street will likely impact a portion of the existing parking area on the east side of the property, as several of those spaces currently extend into the public right-of-way. When that reconstruction occurs, those spaces will likely be reduced. The additional parking capacity available on the west side of the property will help offset this future loss and ensure that adequate on-site parking remains available.

City staff have discussed these site improvement requirements with the applicant, and the applicant has acknowledged the need to complete them.

Given the scope of the required improvements, particularly the sidewalk installations, consideration should be given to allowing an extended timeline of up to one (1) year for completion. This approach would reduce the immediate financial burden while still ensuring the improvements are completed within a reasonable and defined timeframe.

It is also important to recognize that the City has placed significant emphasis on revitalizing this area through public investment, planning, and allocation of resources. While the proposed project includes modest building and site improvements, the project represents reinvestment in an existing commercial property and supports continued business activity in the area. The additional required enhancements beyond what is proposed by the applicant will further advance the City's long-term vision for the corridor.

Finally, Wisconsin State Statutes (2017 Wisconsin Act 67) limit a municipality's ability to regulate improvements beyond those required by the zoning ordinance through the Conditional Use process. Under state law, denial of a Conditional Use Permit must be supported by substantial evidence demonstrating that the proposal does not meet ordinance standards.

In summary, the proposed development appears capable of meeting applicable City ordinances and is generally consistent with adopted City plans. The proposal supports reinvestment in an existing building and the continued operation and expansion of established local businesses, subject to compliance with the identified site and infrastructure improvements.

The City's Management Team has reviewed the application and all comments have been included within this document.

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## **RECOMMENDATION**

Note that this item is not on the agenda for action at this time. The CUP process requires a public hearing and action at a separate meeting. However, after thorough review, City staff has prepared the following list of conditions for Plan Commission consideration at this meeting and on March 24th, when the matter returns to the Plan Commission for action:

- 1) Those conditions as listed in Section 15.10.32(9) (CUP procedure) shall apply to all

#### Conditional Uses.

- 2) The Conditional Use permit only applies to permitting a Vehicle Service and Repair land use on the subject property for the applicant and their associated business. If any other Conditional Use in the UMU zoning district were to be requested in the future by the applicant or a different entity on the subject property, it shall require the completion of a full new Conditional Use process (Section 15.10.32).
- 3) The Vehicle Service and Repair land use shall be limited to only indoor activities (Section 15.03.10(20)) as proposed by the applicant. If any outdoor activities are requested in the future, an updated Site Plan shall be required to be provided to the Plan Commission for review and approval in accordance with all applicable zoning standards (Section 15.03.10(20)(a)-(c)).
- 4) Outdoor activity shall be limited to only those permitted by right land uses within the UMU zoning district, including, but not limited to, Outdoor Display (Section 15.03.10(4)) and Incidental Outdoor Storage (15.03.28(17)). All applicable land use requirements associated with any outdoor activity shall be met and maintained in compliance with all the requirements of the City of Fort Atkinson Municipal Code.
- 5) Require all parking areas be paved with a hard surface per City Standard (15.06.06(19)).
6. Require a parking/stripping plan be submitted and approved by City Staff, which meets City ordinances.
- 7) Require all approaches be constructed of 6" of concrete per City Standard (15.06.06(19)).
- 8) Require the installation of a public sidewalk along Clarence and Lorman streets within one year of final approval of this CUP.
- 9) Require bicycle parking when Jefferson Street is reconstructed by the City.
- 10) The applicant must obtain all required permits prior to construction.
- 11) Any other recommendations of City staff and the Plan Commission.

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#### ATTACHMENTS

1. Application Materials\_Redacted
2. updated Site Plan-3-4-2026
3. North Railway District Map
4. Future Land Use Map 1



## City of Fort Atkinson Procedural Checklist for Conditional Use Permits Requirements per Section 15.10.32

This form is designed to be used by the Applicant as a guide to submitting a complete application for a conditional use and by the City to process the application.

Name, company, and client (if applicable): Bt Properties LLC & Matea Group LLC

Phone number [REDACTED] Email: feerstermitch@gmail.com

Property address for proposed conditional use: 525 Jefferson St

Brief description of proposed conditional use: Use building for housing construction equipment and generator installs. Also for off. use for each business

### I Application Packet Requirements

The Applicant shall submit one electronic copy of the application.

- A map of the subject property to scale depicting:
  - All lands for which the conditional use is proposed and all other lands within 100 feet of the boundaries of the subject property.
  - Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
  - All lot dimensions of the subject property.
  - A graphic scale and a north arrow.
- Written description of the proposed conditional use including the type of activities, buildings, structures, and off-street parking proposed for the subject property and their general locations, as well as the number of employees and the hours of operation.
- A site plan of the subject property if proposed for development conforming to all requirements of Section 15.10.42 of the Fort Atkinson Zoning Code. If the proposed conditional use is a group or large development (per Section 15.06.02), a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required per Section 15.10.42.
- Written justification for the proposed conditional use, including evidence that the application is consistent with the Comprehensive Plan and meets any additional standards required in the applicable zoning district. See Section 15.10.32(8) for review criteria.
- Written descriptions of anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic. A Traffic Impact Analysis (TIA) meeting Wisconsin Department of Transportation requirements for content and format may be required by the City if deemed necessary by the City Engineer.
- A listing of hazardous, toxic, or explosive materials stored on site, and any spill containment, safety, or pollution prevention measures taken.



To apply for a conditional use to operate a Community Living Arrangement (See Section 15.03.6(13) of the Fort Atkinson Zoning Code), the following additional application materials are required. To note, a Community Living Arrangement Occupancy Permit is also required prior to the start of operation. See the Fort Atkinson Zoning Code Section 15.10.33 for details.

- Provide to the City Clerk a copy of the Adult Care license issued by the Wisconsin Department of Health Services or Certificate provided from funder when such License/Certificate is granted. Applicant also agrees to notify the City if operations at this address cease.
- File a scope of business outline with the City Clerk of which shall identify the following:
  - The legally registered name of the owner or operator of the facility, the address, telephone number, and the type of license number of any state or federal license required to operate the community living arrangement facility, and the date when operation of the facility is anticipated to commence;
  - Total number of residents;
  - Scope of clients to be served (i.e. Advanced Age, Developmentally Disabled, Physically Disabled, Emotionally Disturbed/Mental Illness, Irreversible Dementia/Alzheimer's, Traumatic Brain Injury, etc.);
  - Expected staffing to serve these residents;
  - Hours of operation;
  - Facility floor plan;
  - Safety Plan and Emergency Procedures;
  - Continuation of Operations plan for patients in the event that the home is unable to continue operations, for any reason;
  - A Crisis Relocation Plan for residents that are in crisis, including any MCO options for crisis beds or other alternatives, if any exist at the time of application.
- Meet with City Police and Fire Departments to review the scope of business.

## II Criteria Used to Evaluate the Proposed Conditional Use

The Zoning Administrator, City Engineer, and Department Heads shall review the complete application and evaluate whether the proposed conditional use:

1. Is in harmony with the recommendations of the Comprehensive Plan.
2. Would result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare.
3. Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.
4. The conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property.
5. The potential public benefits outweigh any and all potential adverse impacts of the proposed conditional use, after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts.



City of Fort Atkinson  
City Manager's Office  
101 N. Main Street  
Fort Atkinson, WI 53538

**III Process Checklist**

- Staff-Applicant meeting (if applicable) Date: ✓
- Application fee of \$250 received by City Treasurer Date: ✓
- Reimbursement of professional consultant costs agreement executed. Date: ✓
- Receipt of complete application packet by Zoning Administrator Date: \_\_\_\_\_
- City Staff input Date: \_\_\_\_\_
- Class 2 legal notice sent to official newspaper by City Clerk Date: \_\_\_\_\_
- Class 2 legal notice published on \_\_\_\_\_ Date: \_\_\_\_\_
- Notification of neighboring property owners within 100 feet of the petition Date: \_\_\_\_\_
- Notification of clerks of municipalities within 1,000 feet of the petition Date: \_\_\_\_\_
- Notification of airports within 1 mile of the petition Date: \_\_\_\_\_
- Plan Commission Public Hearing, review and recommendation Date: \_\_\_\_\_
- City Council review and action Date: \_\_\_\_\_

Dated this 7 day of January, 20 26

Respectfully submitted,

  
\_\_\_\_\_  
(Signature of Applicant)

525 Jefferson Street // A+ Environmental Inc. // Home Backup Systems

January 5, 2026

Conditional Use Permit Application

January 2, 2026

Applicant:

A+ Environmental, Inc.  
Mike Foerster, Owner

[REDACTED]  
[REDACTED]

Property Address for Conditional Use:

525 Jefferson St.

(Former Uncle Josh mfg.)

Project Description:

Former factory / warehouse / office operations building. New ownership proposes to use building in similar fashion. The proposed primary uses will house A+ Environmental (basement waterproofing, primarily), and Home Backup Systems (emergency generator sales / installation). There will be warehousing, vehicle parking and storage in the building (minor maintenance, but not a maintenance shop), and office operations. Proposed factory operations are a future thought -- casting concrete bases for the generator systems Home Backup Systems installs.

Proposed alterations to the building are minimal. Repairing fire separation walls within the building, and adding some overhead doors to the exterior. General aesthetic remodel to the office area.

Comprehensive Plan / UMU Zoning:

These proposed businesses to be located in this former factory building will not generate industrial noise, odors, etc. Very little large truck traffic. Most of the coming-and-going of business operations is on the scale of panel vans and trailers, with employees vehicles as

well. Smaller excavation equipment (skid steers, mini back-hoes, dump trucks.) are part of the waterproofing business. Any semi traffic / loading will happen at the existing two loading docks on the northeast corner of the building.

#### Building / Site Aesthetic Upgrades:

The building will be painted (Sherwin Williams earth-tone palette), a tall screen of evergreens will be added along the north side, pavement will be added to allow for handicap accessible parking. General landscaping will be upgraded, and upkept.

#### Traffic:

Day to day traffic will be up to 10-15 employees. Work vans and trucks generally are out on project sites for the day – not in and out throughout the day. Equipment such as skid steers and backhoes generally stays at project sites, and is moved from one site to another.

#### Hazardous / toxic materials:

None beyond general jerry cans for fuel, oil etc.

(end)



City of Fort Atkinson  
City Manager's Office  
101 N. Main Street  
Fort Atkinson, WI 53538

**CITY OF FORT ATKINSON  
COST RECOVERY AGREEMENT**

The City of Fort Atkinson may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and/or other experts) to assist in the City's review of a development proposal that may be scheduled for review and action by the Plan Commission and/or City Council. The submittal of a development proposal or land use application by an Applicant shall be construed as an agreement to pay for such professional services applicable to the proposal or application. The City may apply reasonable charges for these services to the Applicant through invoices. The City may delay acceptance of the proposal or application as complete, or may delay final approval of the proposal, until the Applicant pays such fees. In the event invoices become delinquent, finance charges will accrue at 1% per month, 30 days after the due date. Review fees invoiced to the Applicant, which are not paid in a timely manner, may be assigned by the City as a special assessment to the subject property. The Applicant hereby waives any notice and hearing requirements provided in Wis. Stats. § 66.0701 or any additions or amendments to this section. The City will provide notice to the applicant of the need to hire a professional consultant.

The Applicant is required to provide the City with an executed copy of this Cost Recovery Agreement as part of the land use application process. Applications are not considered complete and will not be considered by the Plan Commission without this executed Agreement.

\*Application fees are non-refundable. Fees cover the costs associated with mailing public notices, postage, copies and staff review. Applicants must agree to pay all additional expenses the City may incur on their behalf for contracted services (attorney, planner, engineer and required studies).

Applicant Name: Matea Group, LLC  
Project Address: 525 Jefferson St.

Project Name: 525 Jefferson St. Project  
Parcel Number: 226-0614-3433-017

Dated this 17 day of December, 2025

Agreement signed and entered into by:

The City of Fort Atkinson

\_\_\_\_\_  
City Manager

**Property Owner Information:**

**Applicant Information (if different):**

Owner Name: Fort Land Co, LLC

Applicant Name: \_\_\_\_\_

Owner Signature: KURT KELLER  
DocuSigned by:  
06323263977F41D...

Applicant Signature: \_\_\_\_\_

Address: 525 Jefferson St.

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: [REDACTED]

Email Address: newco2020@gmail.com

Email Address: [REDACTED]

# 525 Jefferson Street

525 Jefferson Street  
Fort Atkinson, WI 53538

### DRAWING INDEX:

- SP-1 SITE AERIAL PHOTO, DRAWING INDEX, H.C. PARKING DETAILS
- A-1 MAIN FLOOR PLAN (PROPOSED)
- A-2 FIVE SEPARATE IOR DIAGRAM
- A-3 EXTERIOR PHOTOS
- A-4 EXTERIOR PHOTOS
- A-5 3 HOUR FIRE BARRIER WALL INFLU. DETAIL, ADA DET. ALL 5
- AB-1 MAIN FLOOR PLAN (AS-BUILT)
- DM-1 MAIN PL. OVERHEAD LIGHTING PLAN

### PROJECT DESCRIPTION:

EXISTING MIXED-USE FACTORY/WAREHOUSE/ OFFICE BUILDING IS CHANGING OWNERSHIP AND BUSINESS OPERATIONS. NEW OWNER WILL USE THE BUILDING WITH THE SAME OCCUPANCY GROUPS, THOUGH THERE IS A USE CHANGE WITHIN THE GROUP S-1 OCCUPANCY. SEE 'CODE NOTICE' TAB 5 SHEET.

PREVIOUS OWNERSHIP HAD BEEN A MANUFACTURER OFFERING EQUIPMENT, AND NEW OWNERSHIP HAS MULTIPLE BUSINESSES -- PRIMARILY BACKUP WATERPROOFING AND EMERGENCY BACK-UP GENERATORS.

### PROPOSED ALTERATIONS:

- 1) REPAIR EXISTING FIRE BARRIER WALLS THAT HAVE OPENINGS 1' @ #1011 BENEATH PREVIOUS OWNERSHIP. REPAIR / REPLACE FIRE DOORS AS NECESSARY.
- 2) ADD OVERHEAD DOORS (AL).
- 3) ADD A WALKDOOR THROUGH A 3-HOUR FIRE BARRIER WALL FOR OFFICE ACCESS.
- 4) UPGRADE TWO RESTROOMS TO ADA COMPLIANCE.

### CODE NOTES:

SOME OF THE EXISTING GROUP S-1 OCCUPANCY AREA IS PROPOSED TO BE USED FOR VEHICLE STORAGE / SERVICE. NO COMMERCIAL MOTOR VEHICLES (GVW 26,500 LBS). BOTH OF THE VEHICLE AREAS ARE SEPARATED BY 3-HOUR FIRE BARRIER WALLS, AND THE SPACE THAT WILL BE USED FOR VEHICLE STORAGE IS A FIRE AREA < 5,000 S.F.

### BUILDING INFORMATION:

CONSTRUCTION TYPE:	TYPE IIB
BUILDING FOOTPRINT:	± 33,666 S.F.
ALTERED AREA:	± 1,005 S.F.
	+ ADD OV. HEAD DOORS
NO. OF FLOORS:	1
OCCUPANCY GROUP:	S-215-1 / F-218
SPRINKLERED:	NO
FIRE ALARM:	YES
BUILDING CODE:	IRC 2021
RISK CATEGORY:	TABLE 604.5

### SITE INFORMATION:

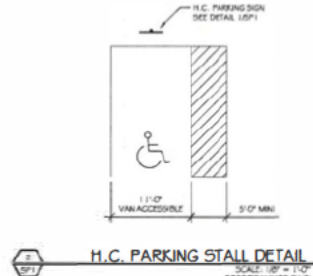
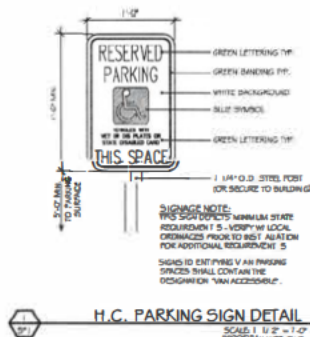
SITE AREA:	± 62,396 S.F. (1.43 ACRES)
FOOTPRINT AREA:	± 33,666 S.F. (40.3%)
GRAVEL PARKING AREA:	± 10,293 S.F. (12.3%)
PAVED PARKING & SIDEWALK AREA:	± 2,841 S.F. (3.4%)
GREEN SPACE AREA:	± 33,596 S.F. (43.2%)

IIBC LEVEL II ALTERATION AT MAIN FLOOR ONLY.

VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START.

ALL DRAWINGS ARE  
1/2" SCALE SHOWN

PRELIMINARY NOT  
FOR CONSTRUCTION



SITE AERIAL PHOTO - FROM JEFFERSON COUNTY G.I.S. WEBSITE  
SCALE: 1" = 400'  
2020 DRAWING DATE:

**Design Alliance Architects, Inc.**  
1003 Madison Avenue  
Fort Atkinson, WI  
(608) 883-3464

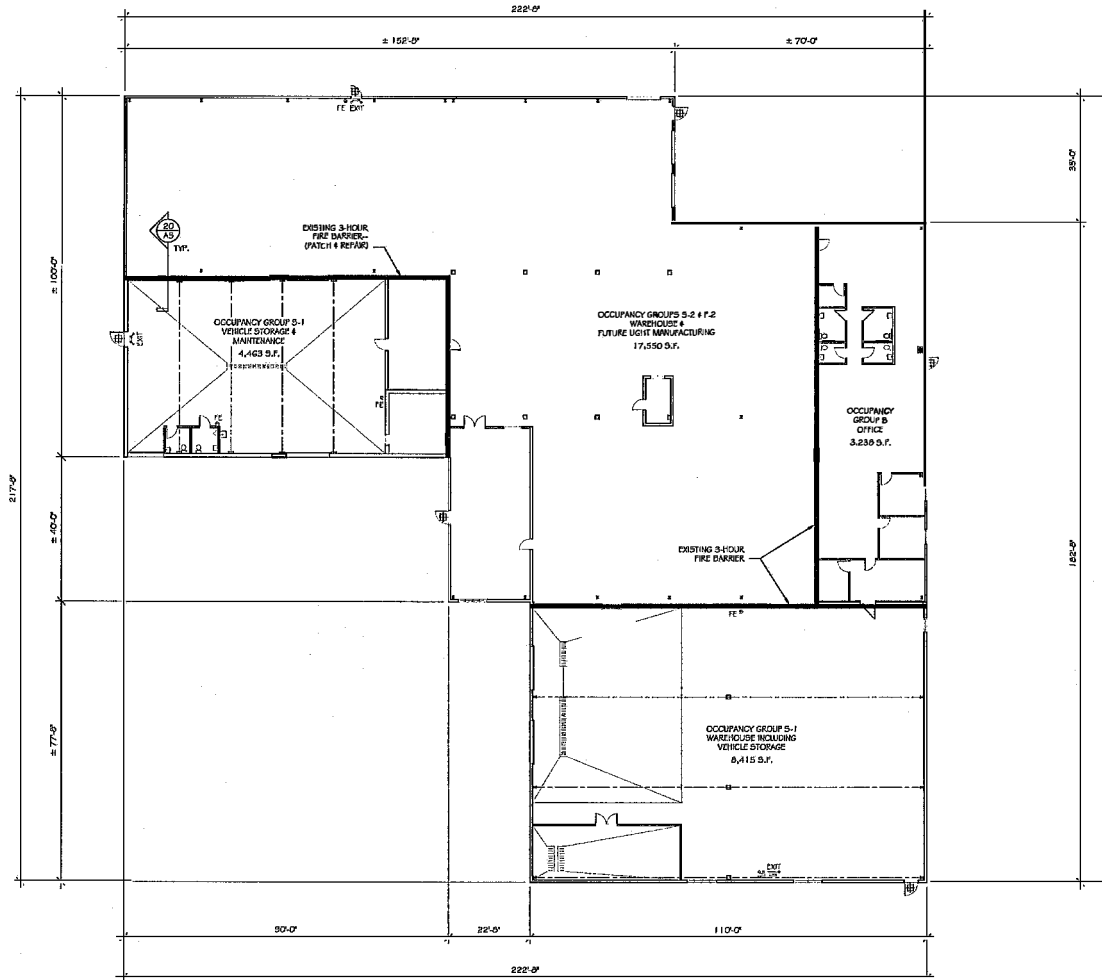
525 JEFFERSON STREET  
525 Jefferson Street  
Fort Atkinson, WI 53538

<b>DRAWING NAMES</b>
SITE AERIAL PHOTO DRAWING INDEX H.C. PARKING DETAILS
<b>REVISIONS</b>
<b>PROJECT DATA</b>
DATE: 1/25/2025 DRAWN BY: J.K. CHECKED BY: P.W.
<b>SHEET NO.</b>
SP-1



VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START.

ALL DRAWINGS ARE 1/2 SCALE SHOWN  
PRELIMINARY NOT FOR CONSTRUCTION



20 FIRE SEPARATION DIAGRAM  
A2 SCALE: 1/16" = 1'-0"  
2024DRAWING2.DWG DATE: 12/12/2024



**eDesign Alliance Architects, Inc.**  
1003 Madison Avenue  
Fort Atkinson, WI  
(970) 882-3024

525 JEFFERSON STREET  
525 Jefferson Street  
Fort Atkinson, WI 53538

DRAWING NAMES  
FIRE SEPARATION DIAGRAM

REVISIONS

PROJECT DATA

DATE: 12/12/2024  
DRAWN BY: J.K.  
CHECKED BY: P.W.  
SHEET NO.

A-2

VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START.

ALL DRAWINGS ARE  
1/2 SCALE SHOWN

PRELIMINARY NOT  
FOR CONSTRUCTION



10 EXTERIOR PHOTO - EAST FACADE  
SCALE: 1/2  
2020DRAWINGS.DWG  
DATE:



11 EXTERIOR PHOTO - WEST FACADE  
SCALE: 1/2  
2020DRAWINGS.DWG  
DATE:

**Design Alliance Architects, Inc.**  
1003 Madison Avenue  
Fort Atkinson, WI  
(608) 563-3104

525 JEFFERSON STREET  
525 Jefferson Street  
Fort Atkinson, WI 53538

DRAWING NAMES  
EXTERIOR PHOTOS

REVISIONS

PROJECT DATA

DATE: 12/12/2025  
DRAWN BY: J.K.  
CHECKED BY: P.W.

SHEET NO.

A-3

VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START.

ALL DRAWINGS ARE  
1/2 SCALE SHOWN

PRELIMINARY NOT  
FOR CONSTRUCTION



1.0  
1.0  
EXTERIOR PHOTO - NORTH FACADE  
SCALE: N.T.S.  
2020DRAWINGS.DWG  
DATE:



1.0  
A4  
EXTERIOR PHOTO - SOUTHWEST FACADE  
SCALE: N.T.S.  
2020DRAWINGS.DWG  
DATE:



1.0  
A4  
EXTERIOR PHOTO - SOUTHEAST FACADE  
SCALE: N.T.S.  
2020DRAWINGS.DWG  
DATE:

**aDesign**  
Alliance Architects, Inc.  
1005 Madison Avenue  
Fort Atkinson, WI  
(920) 393-3464

525 JEFFERSON STREET  
525 Jefferson Street  
Fort Atkinson, WI 53538

DRAWING NAMES  
EXTERIOR PHOTOS

REVISIONS

PROJECT DATA

DATE: 12/2/2025  
DRAWN BY: J.K.  
CHECKED BY: P.W.

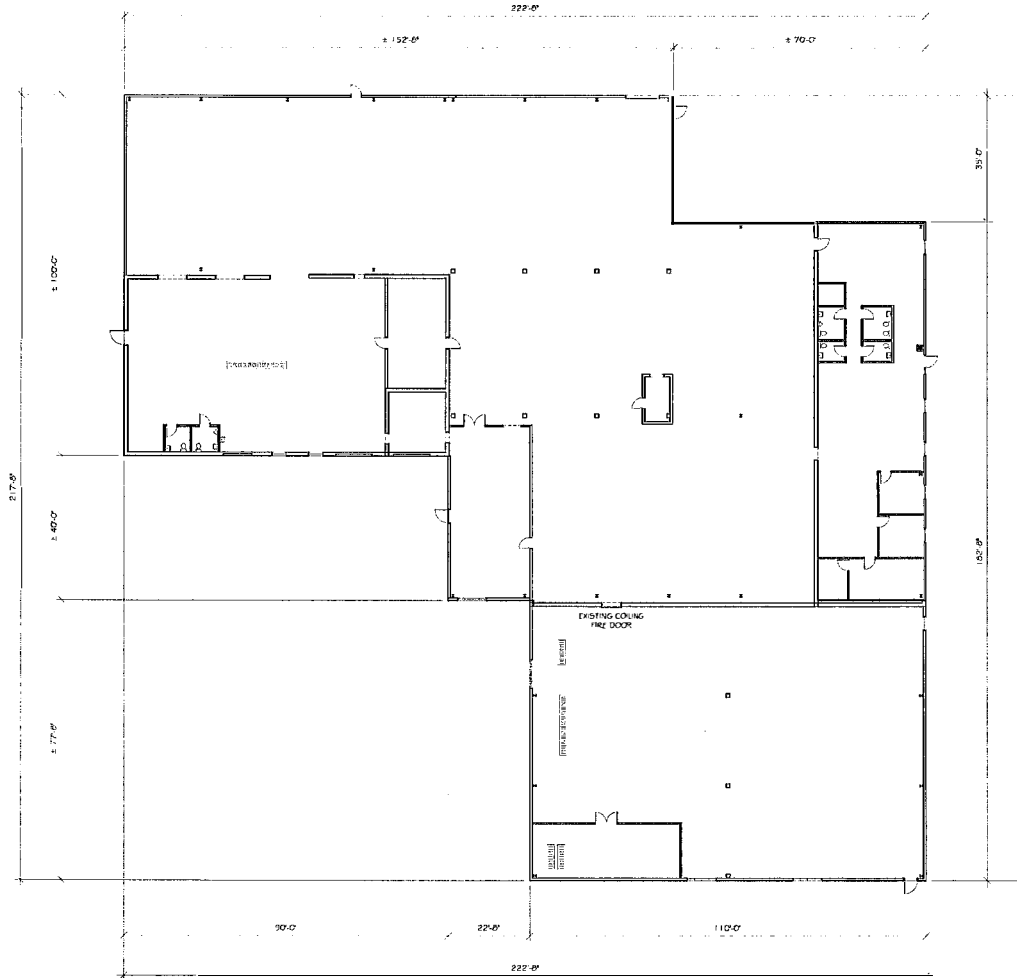
SHEET NO.

A-4



VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START.

ALL DRAWINGS ARE  
1/2 SCALE SHOWN  
  
PRELIMINARY NOT  
FOR CONSTRUCTION



20  
AD1

MAIN FLOOR PLAN (AS-BUILT)

SCALE: 1/16" = 1'-0"  
2020 DRAWINGS.DWG  
DATE:



**Design Alliance Architects, Inc.**  
1033 Madison Avenue  
Fort Atkinson, WI  
(608) 582-3404

525 JEFFERSON STREET  
525 Jefferson Street  
Fort Atkinson, WI 53538

DRAWING NAMES  
MAIN FLOOR PLAN (AS-BUILT)

REVISIONS

PROJECT DATA

DATE: 12/12/2025  
DRAWN BY: J.K.  
CHECKED BY: P.W.

SHEET NO.

AB-1

# 525 Jefferson Street

525 Jefferson Street  
Fort Atkinson, WI 53538

## DRAWING INDEX:

SP-1	SITE PLAN, DRAWING INDEX, H.C. PARKING DETAILS, LANDSCAPE SCHEDULE
SP-2	DUMPSTER ENCLOSURE PLAN & DETAILS
A-1	MAIN FLOOR PLAN (REMODEL)
A-2	EXTERIOR PHOTOS
A-3	EXTERIOR PHOTOS
D-1	MAIN FLOOR PLAN (DEMO)
AB-1	MAIN FLOOR PLAN (AS-BUILT)

## PROJECT DESCRIPTION:

EXISTING MIXED-USE FACTORY / WAREHOUSE / OFFICE BUILDING IS CHANGING OWNERSHIP AND BUSINESS OPERATIONS. NEW OWNER WILL USE THE BUILDING WITH THE SAME OCCUPANCY GROUPS, THOUGH THERE IS A USE CHANGE WITHIN THE GROUP 5-1 OCCUPANCY. SEE "CODE NOTES" THIS SHEET.

PREVIOUS OWNERSHIP HAD BEEN A MANUFACTURER OF FISHING EQUIPMENT, AND NEW OWNERSHIP HAS MULTIPLE BUSINESSES -- PRIMARILY BASEMENT WATERPROOFING AND EMERGENCY BACK-UP GENERATORS.

### PROPOSED ALTERATIONS:

- 1) REPAIR EXISTING FIRE BARRIER WALLS THAT HAVE HAD OPENINGS LET INTO THEM BY PREVIOUS OWNERSHIP.
- REPAIR / REPLACE FIRE DOORS AS NECESSARY.
- 2) ADD OVERHEAD DOORS (4).
- 3) ADD A MAN-DOOR THROUGH A 3-HOUR FIRE BARRIER WALL FOR OFFICE ACCESS.
- 4) UPGRADE TWO RESTROOMS TO ADA COMPLIANCE.
- 5) ADA COMPLIANCE ENTRY AT EMPLOYEE ENTRANCE (REAR), RETROFIT LEVER DOOR HANDLES THROUGH TO OFFICE AND RESTROOM AREA.

### CODE NOTES

SOME OF THE EXISTING GROUP 5-1 OCCUPANCY AREA IS PROPOSED TO BE USED FOR VEHICLE STORAGE / SERVICE. NO COMMERCIAL MOTOR VEHICLES (GVW 26,500 LBS). BOTH OF THE VEHICLE AREAS ARE SEPARATED BY 3-HOUR FIRE BARRIER WALLS, AND THE SPACE THAT WILL BE USED FOR VEHICLE SERVICE IS A FIRE AREA <5,000 S.F.

## BUILDING INFORMATION:

CONSTRUCTION TYPE:	TYPE IIB
BUILDING FOOTPRINT:	33,821 S.F.
ALTERED AREA:	± 100 S.F. + ADD OVERHEAD DOORS
NO. OF FLOORS:	1
OCCUPANCY GROUP:	S-2 / S-1 / F-2 / B
SPRINKLERED:	NO
FIRE ALARM:	YES (MANUAL PULL STATIONS)
BUILDING CODE:	IBC 2021
RISK CATEGORY:	TABLE 1604.5 II

## SITE INFORMATION:

ZONING:	UMU - URBAN MIXED USE
SITE AREA:	± 81,330 S.F. (1.82 ACRES)
BUILDING FOOTPRINT:	± 33,820 S.F. (41.6%)
NEW PAVED PARKING AREA:	1,496 S.F. (1.8%)
EXG PAVED PARKING & SIDEWALK AREA:	± 2,625 S.F. (3.2%)
EXG PAVED GRAVEL AREA:	± 9,180 S.F. (11.3%)
GREEN SPACE AREA:	± 34,209 S.F. (42.1%)

## IEBC LEVEL II ALTERATION.

VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START.

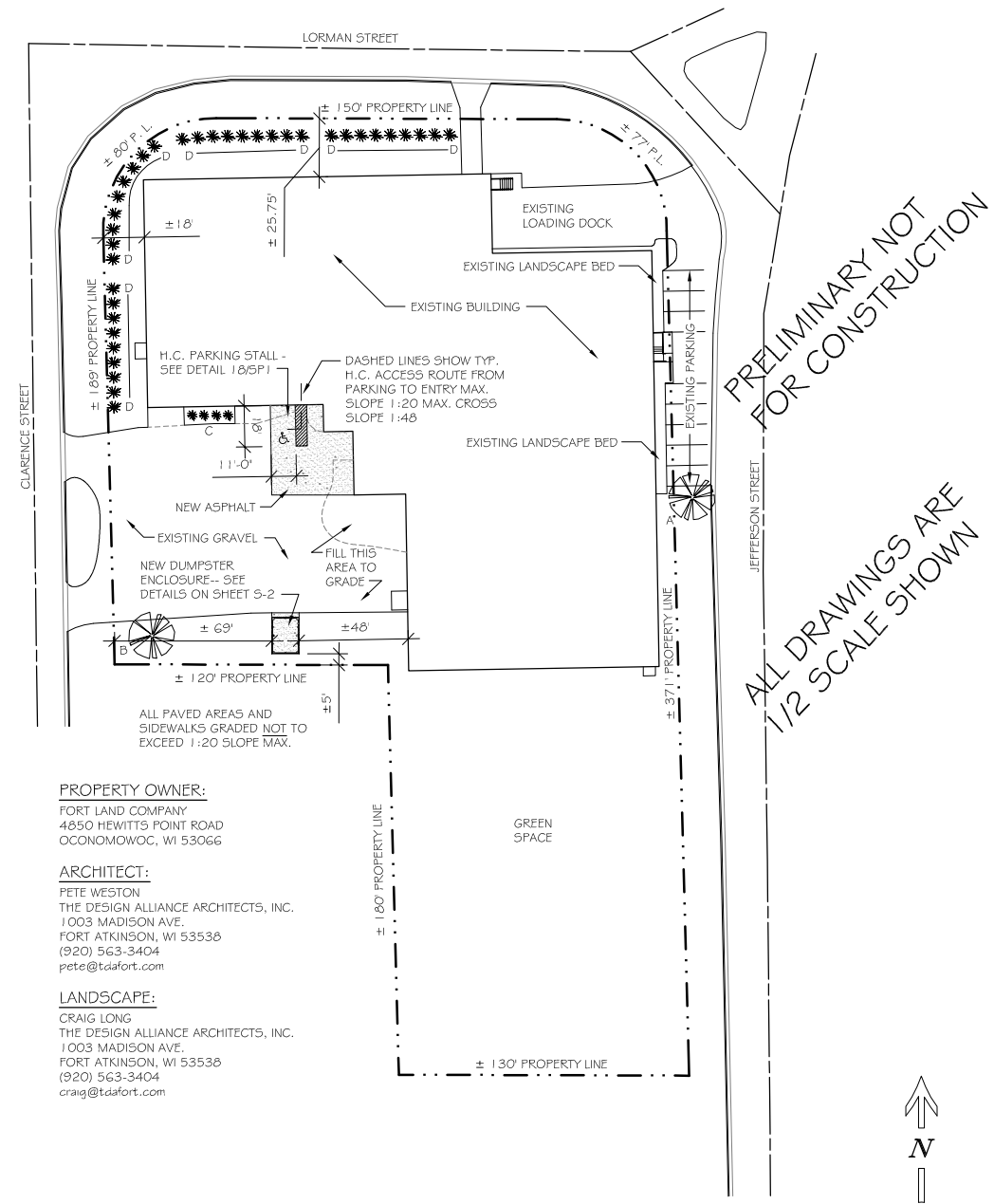
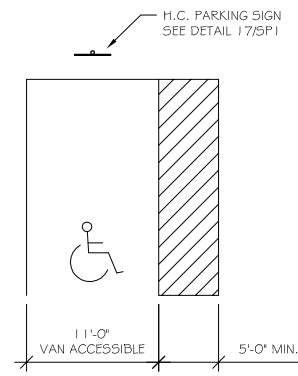
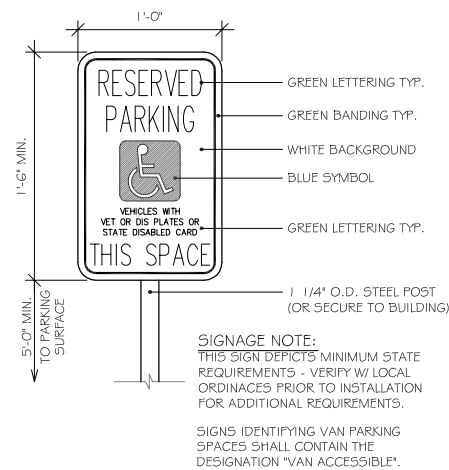
## PLANTING SCHEDULE

TYPE	DESCRIPTION	PLANTING SIZE	MATURE SIZE	QUANTITY	POINTS	TOTAL POINTS
A	EXISTING TREES TO REMAIN					
B	PAPERBACK MAPLE	2' CAL	20' DIA	2	15	30
C	TAXUS 'TAUNTON'	18-24"H	4' DIA	4	5	20
D	ARBOR VITAE 'PYRAMIDAL'	3-4"H	6' DIA	36	33	1,188

### LANDSCAPE REQUIREMENTS FOR URBAN MIXED USE:

PAVEMENT: 40 PTS PER 10,000 S.F. OR 10 PARKING STALLS:  
 1,280 S.F. / 10,000 S.F. = 0.13 x 40 PTS = 5.2 POINTS  
 1 TREE AT 15 PTS = 15 POINTS  
 4 SHRUBS AT 5 PTS = 20 POINTS  
 TOTAL 35 POINTS

**13** LANDSCAPE SCHEDULE  
SCALE: N.T.S.  
2025/A+ UNCLE JOSH BUILDING/FB-DRAWINGS.DWG  
DATE: DECEMBER 22, 2025



525 JEFFERSON STREET  
525 Jefferson Street  
Fort Atkinson, WI 53538

DRAWING NAMES
SITE / LANDSCAPE PLAN
DRAWING INDEX
H.C. PARKING DETAILS
LANDSCAPE SCHEDULE

REVISIONS

PROJECT DATA
DATE: 3/4/2026
DRAWN BY: J.K.
CHECKED BY: P.W.

SHEET NO.

**SP-1**  
Page 29 of 104

**Design Alliance Architects, Inc.**  
1003 Madison Avenue  
Fort Atkinson, WI  
(920) 563-3404



# NORTH RAILWAY DISTRICT PLANNING AREA

FIGURE: 2.14

CITY OF FORT ATKINSON  
FUTURES OPEN HOUSE



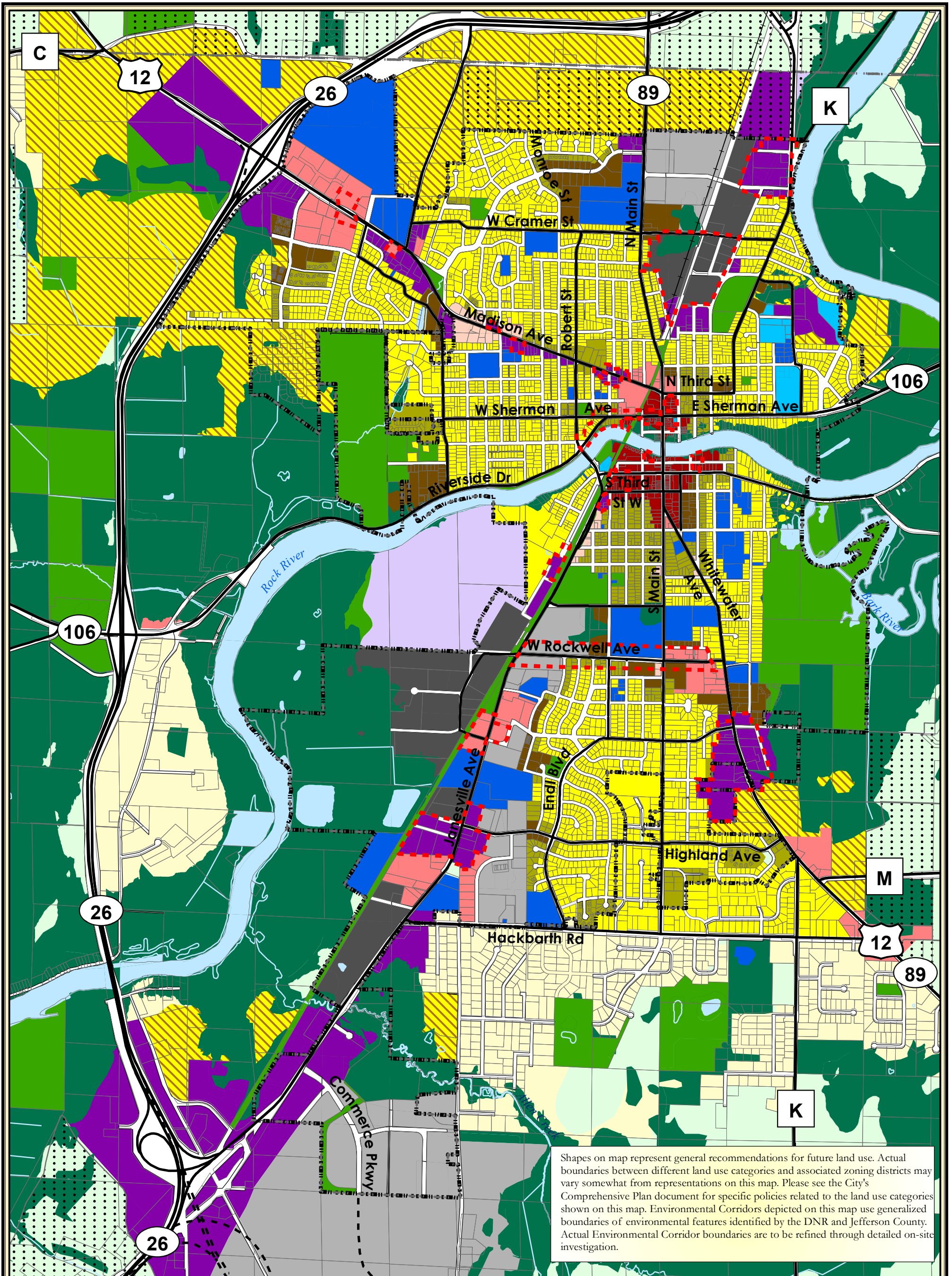
## Opportunities

- "Live-work" focus
- Business growth - infill industrial sites
- Job-focused redevelopment in areas closer to park & downtown
- Employment focused redevelopment (e.g. K-Mart site)
- Superior natural entryway experience

## Conceptual Land Uses

- Community Commercial
- Downtown
- Major Institutions
- Mixed-Use
- Neighborhood
- Employment
- Environmental Corridors
- Agriculture
- Existing Major Roads
- Potential Future Roads
- Main Trails (existing & planned)

Note: This map is just a Detailed Future Land Use Map or Future Transportation Map for zoning and other decision making. The purpose of this map is to show conceptual future growth options and facilitate public discussion.



**City of Fort Atkinson  
Comprehensive Plan**

**Map 7: Future Land Use - City View**

- City Boundaries
- Town Boundaries
- Parcels
- Right of Way
- Major Roads
- Previously Proposed Hwy 12 Bypass

- AG - Agriculture/Rural
- P - Parks
- EC - Environmental Corridor
- SF-U - Single Family Residential - Urban
- SF-E - Single Family Residential - Exurban
- TF - Two Family/Townhouse Residential
- MR - Manufactured Residential
- MF-R - Multi-Family Residential

- PN - Planned Neighborhood
- NC - Neighborhood Commerical
- CC - Community Commerical
- DT - Downtown
- LI - Light Industrial/Business Park
- GI - General Industrial
- CF - Community Facilities
- HF - Health Facilities
- PMU - Planned Mixed Use

- F-H - Farm-Historic
- UGA - Long Range Urban Growth Area
- Future Redevelopment Opportunity Area
- Surface Water

Sources: Jefferson County - County Land Use; Vandewalle and Associates - Fort Atkinson Land Use

0 0.125 0.25 0.5 0.75 Miles

**VANDEWALLE & ASSOCIATES INC.** 3/19/19  
Shaping places, shaping change. Amended: 6/6/23



## ZONING MAP AMENDMENT REPORT TO THE PLAN COMMISSION

**DATE:** March 10, 2026

**PROPERTY ADDRESS:** NA

**PARCEL NUMBER:** 226-0614-3231-000 and 226-0614-3242-001

**OWNER:** CBF Investment CO, LLC

**APPLICANT:** Premier Real Estate Management, LLC  
(Emily McFarland)

**FILE NUMBER:** ZMA-2026-01

**EXISTING ZONING:** SMU, Suburban Mixed Use

**REQUESTED ZONING:** MRM-12, Multi-Family Residential

**EXISTING LAND USE:** Vacant

**REQUESTED USES:** Multi-family residential

---

### BACKGROUND

Section 15.10.31 of the City of Fort Atkinson Zoning Ordinance outlines the requirements for a Zoning Map Amendment process. This requires a public hearing, review, and approval by the Plan Commission and the City Council on the consistency of the proposal with adopted plans.

---

### REQUEST OVERVIEW



The proposed project involves a Zoning Map Amendment for two existing parcels from Suburban Mixed Use (SMU) to Multi-Family Residential (MRM-12) to facilitate the future development of six multi-family apartment buildings with 12 units in each. Pending the proposed amendment, the applicant has indicated that they will seek a certified survey map to combine the two existing parcels; a conditional use permit for a group development to allow multiple principal buildings on the same lot; and site plan review for the details associated with the project.

The subject properties are located on the far northwest side of Fort Atkinson, adjacent to the USH 26 bypass. The parcels are vacant and not currently addressed. They are located at the western terminus of Mehta Lane. Existing land uses in the area include commercial near Madison Street, senior and market rate apartments to the east, and a combination of wetlands, mixed residential neighborhoods, and the Crown of Life Christen Academy to the south.

The parcels are identified as Planned Mixed Use within the Comprehensive Plan. This land use designation includes commercial, multifamily, and mixed-use buildings. The proposed Zoning Map Amendment is consistent with this designation.

The applicant will conduct a new wetland delineation prior to seeking CSM, Group Development, and Site Plan approvals. The new delineation will provide updated wetland boundaries and setback requirements to indicate the developable area of the subject properties.

**REZONING REVIEW:**

The existing properties are currently zoned SMU. This zoning district allows for a mix of commercial land uses and mixed-use buildings. The Comprehensive Plan identifies the properties as Planned Mixed Use on the Future Land Use Map. The consistency between the proposed rezoning and the Comprehensive Plan is further described below.

The parcels must meet the minimum standards of the MRM-12 zoning district to accommodate the proposed rezoning. All proposed land uses and structures must also meet the minimum standards of each district and will be reviewed in detail associated with future required steps prior to development.

The minimum lot dimensions will be met for each parcel, as shown below:

**Parcel 226-0614-3231-000 (western parcel)**

Bulk Regulation	MRM-12 Standard	Parcel Dimensions
Minimum Lot Area	20,000 sf	349,278 sf (8.02 acres)
Minimum Lot Width	100 feet	>100 feet
Minimum Lot Depth	120 feet	>120 feet
Minimum Lot Frontage at ROW*	50 feet	0 feet

\*The existing western parcel does not currently have any accessible right-of-way frontage. It does share a boundary with the USH 26 Bypass, but no access is permitted per WisDOT standards. The parcel was created without accessible right-of-way frontage, which does not conform to the current zoning and subdivision ordinances. However, the applicant plans to

remediate this nonconformity through a future CSM combining the two subject parcels and providing the required lot frontage at the right-of-way.

**Parcel 226-0614-3242-001 (eastern parcel)**

Bulk Regulation	MRM-12 Standard	Parcel Dimensions
Minimum Lot Area	20,000 sf	141,165 sf (3.24 acres)
Minimum Lot Width	100 feet	>100 feet
Minimum Lot Depth	120 feet	>120 feet
Minimum Lot Frontage at ROW	50 feet	120 feet

**ZONING MAP AMENDMENT CRITERIA:**

A Zoning Map Amendment must be reviewed per the requirements of Section 15.10.31(4)(b) of the Zoning Ordinance. City Staff is required to provide a written report regarding this review to assist the Plan Commission and Common Council in reviewing the proposed amendment.

1. Does the proposed Zoning Map Amendment advance the purposes of the Zoning Ordinance as outlined in Section 15.01.03? Yes. The proposed zoning map amendment protects the health, safety, morals, comfort, convenience, and general welfare of the public. This will be accomplished through consistency with neighboring land use patterns and advancement of community goals within adopted plans.
2. Is the proposed Zoning Map Amendment in harmony with the Comprehensive Plan? Yes. The proposed zoning map amendment helps accomplish many of the community's goals as identified in the Comprehensive Plan and is consistent with the Planned Mixed Use designation on the Future Land Use Map.
3. Does the proposed Zoning Map Amendment maintain the desired consistency of land uses, land use intensities, and land use impacts within the pertinent Zoning District? Yes. The proposed zoning map amendment is consistent with the Comprehensive Plan and the intended uses are consistent with adjacent land use patterns to the east (senior and market rate apartments).
4. Does the proposed Zoning Map Amendment address any factors that are not accomplished on the current Zoning Map?
  1. The designations of the Zoning Map are not in conformance with the Comprehensive Plan. N/A
  2. A mapping mistake was made. N/A
  3. Factors have changed such as new data, infrastructure, market conditions, development, annexation, or other zoning changes that make the subject property more appropriate for a different zoning district. Yes. The proposed zoning map amendment allows for the creation of additional housing units

within the City of Fort Atkinson in reflection of the well-documented housing shortage in the community.

4. Growth patterns or rates have changed, creating the need for an amendment to the Zoning Map. Yes. There is a well-documented shortage of housing in Fort Atkinson and across Wisconsin that necessitates additional housing opportunities within the community, which is consistent with the proposed amendment.

**PUBLIC NOTICE:**

A public hearing is required for Zoning Map Amendment review and action. All required public hearing notices have been properly posted in compliance with state law.

**COMPREHENSIVE LAND USE PLAN (2019):**

The subject parcels are located within the Northwest Quadrant Planning Area (see attachments) and are identified as community commercial and environmental corridor. Some of the opportunities identified in this area include enhanced marketability due to location near highways, creation of a community gateway experience, traditional neighborhood and sustainable design, neighborhood connections across Highway 26, capitalizing on existing businesses and schools, and urban mixed-use development and redevelopment opportunities.

The subject parcels are also shown as Planned Mixed Use and Environmental Corridor on the Future Land Use Map. The Planned Mixed Use designation includes a mix of commercial and residential uses, including Multi-Family Residential. The Environmental Corridor designation includes open space areas comprised of known sensitive natural resources that require additional, detailed on-site investigation to determine their boundaries and appropriate setbacks. Staff believes the proposal is in concert with the Comprehensive Plan.

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**DISCUSSION**

The applicant has worked with City staff to develop the proposed project. The City's Management Team has reviewed the application and all comments have been included within this document.

The proposed Zoning Map Amendment aims to provide an additional housing development opportunity on the subject properties. This location comprises a mix of different land uses that includes multi-family development directly to the east. However, the amendment still continues to maintain the character and appropriate scale of development within the surrounding neighborhood.

Overall, the proposed Zoning Map Amendment meets the requirements of the City's ordinances, is in alignment with adopted City plans, and will provide additional tax base and housing units when the project is complete. The parcels are located within a Tax Incrementation District (#9).

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**RECOMMENDATION**

City staff recommends that the Plan Commission recommend the City Council approve

the Zoning Map Amendment from SMU to MRM-12 for the subject parcels.

Note that the following land use applications are expected for this project, which will require future Plan Commission and/or City Council review and approval:

- A certified survey map combining the two parcels into one to gain right-of-way accessibility conformance with the Zoning Ordinance.
- A conditional use permit for a group development.
- Site, landscape, stormwater, and building material review through the Site Plan Review process.

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**ATTACHMENTS**

1. Updated Written Description - 2-24-26
2. Northwest Quadrant Planning Area
3. Future Land Use Map 1

City of Fort Atkinson

Written Description for Site Plan

Parcels 226-0641-3231-000 and 226-0614-3242-001

Parcel **226-0614-3231-000**

NE1/4 SW1/4. EX PT NW OF STH 26. EX 9.8A IN STH 26 IN DOC 910339. EX PT LYG S OF SD L: COM S1/4/C, S89DG43'E 164.99 FT, N01DG30'W 1780.23FT, N75 DG42'W 904.79FT TO ELY L STH 26 BYPASS.

Parcel **226-0614-3242-001**

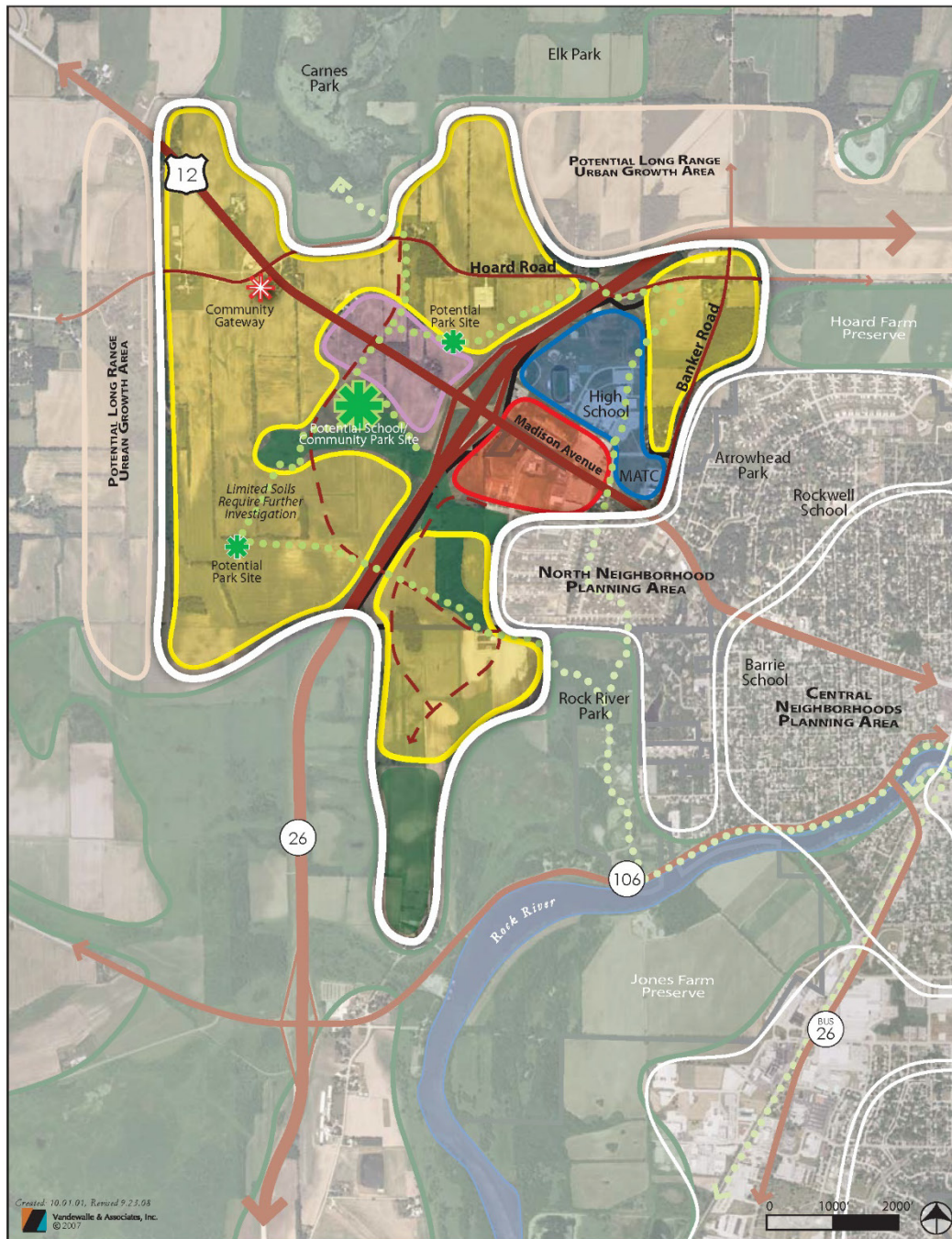
W5A OF NW1/4 SE1/4. EX PT LYG S OF SD L: COM S1/4/C, S89DG43'E 164.99FT, N01DG30' W 1780.23FT, N75DG42'W 904. 79FT TO ELY L STH 26 BYPASS. EX COM W1/4/C, S89DG48'E 2613.44FT, S89DG58'E 107.43 FT TO POB, S89DG58'E 58.27FT S01DG28'E 59.08FT, S75DG05'E 27.77FT, N82DG49'W 49.69FT, N89DG58'W 37.36FT, N00DG01'E 60FT TO POB.

Both properties are currently zoned Suburban Mixed Use (SMU), which does not permit standalone multi-family residential buildings without a commercial component. As a result, rezoning will be required. We would like to rezone the property to Multi-Residential-12 (MRM-12). This district allows up to twenty dwelling units per acre, which aligns with our proposed density. Additionally, an adjacent property already zoned MRM-12. The City's Comprehensive Plan also supports the MRM-12 Zoning as well. The attached site plan shows our typical 12-unit buildings, with each unit including two bedrooms, two bathrooms, an attached garage, and a private entrance. Depending upon the unit, each is roughly between 1,050, and 1,150 square feet. There is also an office space and a mail pickup location for the tenants as well. For employees, there will be 1 full time (property manager) and possibly 2 part time employees for maintenance and housekeeping.

# NORTHWEST QUADRANT PLANNING AREA

FIGURE: 2.12

CITY OF FORT ATKINSON  
FUTURES OPEN HOUSE



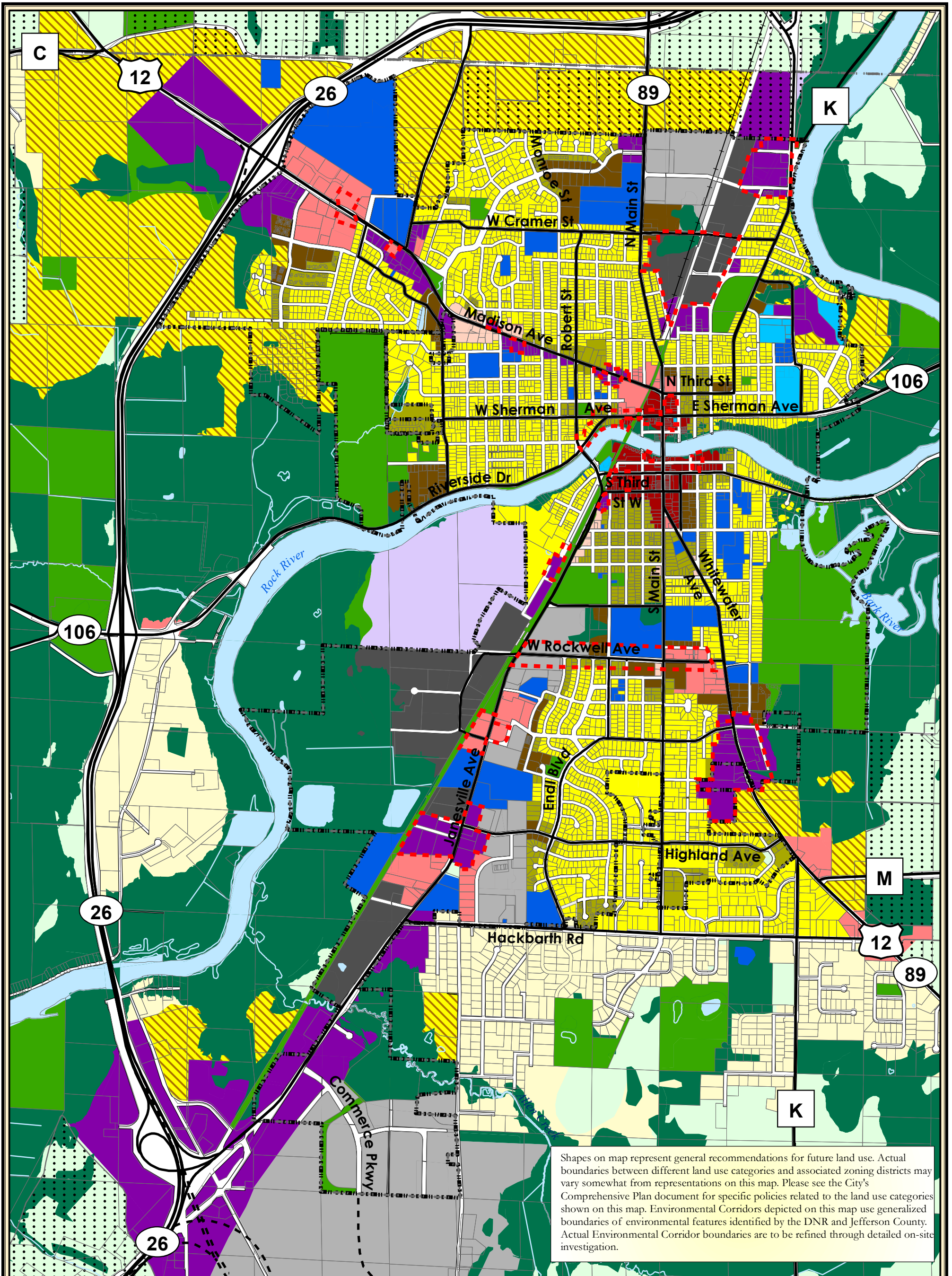
## Opportunities

- Proximity to Madison enhances marketability
- Community gateway experience
- Traditional neighborhood & sustainable design
- Neighborhoods connected across Highway 26
- Capitalize on existing businesses & schools
- Urban mixed use development & redevelopment opportunities

Note: This map is not a Detailed Future Land Use Map or Future Transportation Map for zoning and other decision making. The purpose of this map is to show conceptual future growth options and facilitate public discussion.

## Conceptual Land Uses

- Community Commercial
- Downtown
- Major Institutions
- Mixed-Use
- Neighborhood
- Employment
- Environmental Corridors
- Agriculture
- Existing Major Roads
- - - Potential Future Roads
- - - Main Trails (Existing & Proposed)



Shapes on map represent general recommendations for future land use. Actual boundaries between different land use categories and associated zoning districts may vary somewhat from representations on this map. Please see the City's Comprehensive Plan document for specific policies related to the land use categories shown on this map. Environmental Corridors depicted on this map use generalized boundaries of environmental features identified by the DNR and Jefferson County. Actual Environmental Corridor boundaries are to be refined through detailed on-site investigation.

**City of Fort Atkinson  
Comprehensive Plan**

**Map 7: Future Land Use - City View**

- City Boundaries
- Town Boundaries
- Parcels
- Right of Way
- Major Roads
- Previously Proposed Hwy 12 Bypass

- AG - Agriculture/Rural
- P - Parks
- EC - Environmental Corridor
- SF-U - Single Family Residential - Urban
- SF-E - Single Family Residential - Exurban
- TF - Two Family/Townhouse Residential
- MR - Manufactured Residential
- MF-R - Multi-Family Residential

- PN - Planned Neighborhood
- NC - Neighborhood Commerical
- CC - Community Commerical
- DT - Downtown
- LI - Light Industrial/Business Park
- GI - General Industrial
- CF - Community Facilities
- HF - Health Facilities
- PMU - Planned Mixed Use

- F-H - Farm-Historic
- UGA - Long Range Urban Growth Area
- Future Redevelopment Opportunity Area
- Surface Water

Sources: Jefferson County - County Land Use; Vandewalle and Associates - Fort Atkinson Land Use

0 0.125 0.25 0.5 0.75 Miles

**VANDEWALLE & ASSOCIATES INC.** 3/19/19  
Amended: 6/6/23  
*Shaping places, shaping change*



## General Development Plan REPORT TO THE PLAN COMMISSION

**DATE:** March 10, 2026

**PROPERTY ADDRESS:** 23 N. Water Street and the westerly adjacent vacant lot

**PARCEL NUMBER:** 226-0514-0322-008 and 226-0514-0322-009

**OWNER:** Premier Bank

**APPLICANT:** Premier Bank

**FILE NUMBER:** PUD-2025-03

**EXISTING ZONING:** DHMU, Downtown Historic Mixed Use

**PROPOSED ZONING:** DHMU, with Planned Unit Development Overlay

**EXISTING LAND USE:** Parking lot and vacant building

**REQUESTED USES:** Off-site parking lot

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### BACKGROUND

#### **Planned Unit Development - GDP REVIEW: Section 15.10.44**

Section 15.02.81 of the City of Fort Atkinson Zoning Ordinance outlines the purpose, intent, potential zoning flexibilities, and applicability associated with a PUD. Additionally, Section 15.10.44 of the Zoning Ordinance outlines the procedural steps associated with a PUD. This requires a two-step process: 1) General Development Plan (GDP) to establish the new customized zoning requirements for the property and 2) Specific Implementation Plan (SIP) to review the details of the project associated with the Site Plan. Both must be acted upon by the Plan Commission and/or City Council for approval in reflection of defined criteria as listed within the ordinance.

A Planned Unit Development (PUD) allows a municipality to provide flexibility from certain zoning and design standards in order to accommodate unique site conditions or development proposals that may not fit within the City's zoning regulations. In exchange for this flexibility, the PUD process allows the City to review the project comprehensively to ensure the overall development remains consistent with community planning goals and provides an appropriate site design.

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### REQUEST OVERVIEW

Premier Bank owns two parcels of land located between Main Street and Edward Street, with frontage along N. Water Street East. One of these parcels is a gravel parking lot, while the other contains a vacant building that was previously used as an auto alignment shop.



The applicant is proposing to demolish the existing building on the eastern parcel and combine the two parcels into a single lot to develop a 15-stall off-site parking lot. This new parking lot would provide additional spaces for bank staff and customers, helping meet parking needs as part of the bank’s ongoing development. Currently, Premier Bank has an agreement with the adjacent Bienfang’s Bar property for staff parking. However, this arrangement may not continue in the future, as the parking area is privately owned and access is not guaranteed long-term. In response, the proposed parking lot will serve as a replacement for the current parking spaces, ensuring long-term, dedicated parking for the bank. To assess the need for parking, the applicant conducted a parking study for the immediate area, which concluded that the proposed lot would help reduce peak parking occupancy in surrounding public parking areas in the downtown area.

Today, the applicant is seeking Plan Commission review of the General Development Plan (GDP), which is the first step (zoning) in the Planned Unit Development (PUD) approval process. The second step (Specific Implementation Plan), which will include a CSM to combine the lots, will come before the Plan Commission for consideration at a later date, pending the outcome of today’s agenda items.

**PUBLIC NOTICE:**

A public hearing is required for Zoning Map Amendment review and action. All required public hearing notices have been properly posted in compliance with state law.

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**DISCUSSION**

**Certified Survey Map (CSM) REVIEW:**

The applicant is not seeking CSM review and action today, but it is important to consider the requirements while considering approval of the GDP. A future Certified Survey Map is planned to combine two existing parcels into one. The Land Division and Development Code requires that the CSM be reviewed by the Plan Commission for consistency with all other ordinances, laws, rules, regulations, and plans. The Zoning Ordinance has minimum and maximum density, intensity, and bulk regulations for all properties in the City. As further described below, the new

parcel proposed to be created via the CSM must meet the minimum standards for the DHMU zoning district.

Minimum lot dimensions must be met, as shown below:

Bulk Regulation	DHMU Standard	Proposed New Parcel
Minimum Lot Area	3,000 sf	5,051 sf
Minimum Lot Width	None	84 feet
Minimum Lot Depth	None	60 feet
Minimum Lot Frontage at ROW	None	84 feet

**GENERAL DEVELOPMENT PLAN (GDP) REVIEW:**

The property will utilize the DHMU zoning district as the underlying requirements. The DHMU district does not currently permit principal Off-Site Parking Lots as a permitted land use. Through the proposed GDP rezoning, the underlying DHMU zoning district will remain in place and this GDP will indicate all requested flexibilities or deviations from that zoning district.

Per Section 15.03.18(6), the Off-Site Parking Lot land use requires the following:

- Access and vehicular circulation shall be designed so as to discourage cut-through traffic = Met (the proposed interconnected surface parking lots may facilitate some cut-through traffic, but volumes will most likely be very low given site constraints, a small number of parking spaces, and tighter traffic circulation areas between the two lots in this downtown setting)

The DHMU zoning district’s bulk dimensions must also be met as shown below:

Requirement Type	Requirement	Proposed
Min. Lot Area	3,000 sf	5,051 sf
Max. Impervious Surface Area	100%	85%
Max. Building Coverage	90%	0%
Min. Lot Width	None	84 feet
Min. Lot Depth	None	60 feet
Min. Lot Frontage at ROW	None	84 feet
Min. Front or Street Side Setback	0 or 10 feet	N/A (no building)
Min. Side Yard Setback	0 feet	N/A (no building)
Min. Rear Yard Setback	10 feet	N/A (no building)
Max. Building Height	50 feet	N/A (no building)
Min. Pavement Setback	Rear/Side: 5 feet Street: 10 feet	Rear: 7 feet Side: <b>0 feet</b>

**GDP FLEXIBILITIES REQUESTED:**

The proposed GDP identifies the following items of flexibility from the standards of the DHMU zoning district:

1. The **Permitted Principal Uses** established in Section 15.02.34 of the Zoning Ordinance will not be met by this proposal.
  1. Specifically, an Off-Site Parking Lot is not a permitted principal land use in the DHMU zoning district. The proposed development includes an Off-Site Parking Lot as a principal land use on the site.
2. The **Minimum Pavement Setback** established in Section 15.02.34(7) of the Zoning Ordinance will not be met by this proposal.
  1. Specifically, a minimum of 10 feet is required for pavement adjacent to the street and 5 feet is required for pavement adjacent to side or rear property lines. The proposed development includes a minimum pavement setback of 0 feet on the side property lines and 4 feet on the street facing property line.
3. The **Maximum Number of Access Points** established in Section 15.06.03(5) of the Zoning Ordinance will not be met by this proposal.
  1. Specially, only one access point is permitted to any lot less than 200 feet in width. The proposed development includes two access points on a property that's only 84 feet wide.
4. The **Minimum Number of Bicycle and Pedestrian Connections** in Section 15.06.04 of the Zoning Ordinance will not be met by this proposal.
  1. Specifically, a minimum of one 5-foot-wide pedestrian and bicycle access point is required from at least one street frontage. The proposed development does not include any pedestrian and bicycle access points.
5. The **Minimum Vision Triangle Standards** in Section 15.06.05 of the Zoning Ordinance will not be met by this proposal.
  1. Specifically, a minimum 10-foot vision triangle clearance is required between driveways and the public right-of-way. The proposed development includes a vision triangle clearance of less than 10 feet.
6. The **Minimum Green Space Area for Parking Lots** established in Section 15.06.06(9) of the Zoning Ordinance will not be met by this proposal.
  1. Specifically, a minimum 10-foot green area along all street frontages and interior lot lines shall be required from on-site parking lot areas and a minimum 10-foot green area between abutting off-street parking areas on neighboring properties shall be required. The proposed development includes a 7-foot green area along the northern property line, 4-foot green area along the southern property line, and 0-foot green area along the eastern and western property lines.
7. The **Minimum Permitted Throat Length** established in Section 15.06.06(j) of the Zoning Ordinance will not be met by this proposal

1. Specifically, for parking lots of 6 or more stalls, the minimum throat length required is 25 feet. The proposed development includes 15 parking stalls with a 4-foot throat length (15 feet from the curb).
8. The **Minimum Aisle Width for Two-Way Traffic Flow** established in Section 15.06.06(15) of the Zoning Ordinance will not be met by this proposal.
  1. Specifically, the minimum aisle width for two-way traffic flow is required to be 24 feet. The proposed development includes a 6-foot aisle width along the western property line (total of 14 feet if adjacent private property is included in that measurement).
9. The **Maximum Footcandles at the Property Line** established in Section 15.06.20 of the Zoning Ordinance will not be met by this proposal.
  1. Specifically, the minimum foot candles permitted at the property line is 1.0. The proposed development (if it includes exterior lighting which is currently unknown given the plans provided) would not be able to meet this requirement given the site layout and connections to adjacent existing parking areas.

**ZONING MAP AMENDMENT (GDP) FINDINGS:**

A Zoning Map Amendment must be reviewed per the requirements of Section 15.10.31(4)(b) of the Zoning Ordinance. City Staff is required to provide a written report regarding this review to assist the Plan Commission and Common Council in reviewing the proposed amendment.

1. Does the proposed Zoning Map Amendment advance the purposes of the Zoning Ordinance as outlined in Section 15.01.03? Yes. The proposed zoning map amendment protects the health, safety, morals, comfort, convenience, and general welfare of the public. This will be accomplished through consistency with the neighboring land uses and assisting the long-term parking needs of downtown businesses.
2. Is the proposed Zoning Map Amendment in harmony with the Comprehensive Plan? Yes. The proposed zoning map amendment is consistent with the Downtown designation on the Future Land Use Map and several of the plan’s stated goals for economic development, utilities and community facilities, and land use.
3. Does the proposed Zoning Map Amendment maintain the desired consistency of land uses, land use intensities, and land use impacts within the pertinent Zoning District? Yes. The proposed zoning map amendment is consistent with adjacent land use patterns that includes off-street surface parking lots to support downtown businesses.
4. Does the proposed Zoning Map Amendment address any of factors that are not accomplished on the current Zoning Map?
  1. The designations of the Zoning Map are not in conformance with the Comprehensive Plan. N/A
  2. A mapping mistake was made. N/A
  3. Factors have changed such as new data, infrastructure, market conditions, development, annexation, or other zoning changes that make the subject property more appropriate for a different zoning district. Yes. The proposed

zoning map amendment allows for the creation of additional parking spaces in the downtown area to support local businesses and assist in meeting the unmet demand for parking as documented within the applicant's parking study.

4. Growth patterns or rates have changed, creating the need for an amendment to the Zoning Map. N/A

#### **OVERVIEW OF SPECIFIC IMPLEMENTATION PLAN (SIP)**

The applicant is not seeking SIP review and action today, but it is important to consider the proposed development plan details as part of this GDP review:

- The proposed off-site parking lot is situated directly across the street from Premier Bank's existing on-site parking lot. Pedestrians could use one of two nearby intersections to safely cross N. Water Street East or an additional pedestrian mid-block crossing could be added to assist in facilitating safe pedestrian movements.
- The western access point looks to align with Premier Bank's existing on-site parking lot access point to the south.
- The proposed off-site parking lot area is currently interconnected between several other adjacent properties. The applicant will need to secure cross-access easements between each of the neighboring properties to ensure connectivity and accessibility.
- The proposed development will improve the aesthetic look and overall functionality of the area by increasing the green space between the two existing sites by 763 square feet (15% increase from today), reconstructing the pavement, removing the dilapidated structure, and improving utility infrastructure in the area.
- The applicant has engaged in discussions with the City and neighboring properties regarding private storm sewer upgrades.
- The applicant has agreed to allow an easement for the replacement of an 8-inch clay sanitary sewer line, which has recently encountered issues. This line runs north to south behind and beneath the Main Street buildings on the east side of N. Main Street, extending beyond the private property boundaries.

#### **PUD APPROVAL CRITERIA:**

The Plan Commission must make a finding with respect to the following criteria:

- The proposed planned unit development project is consistent with the overall purpose and intent of this chapter = Met
- The proposed planned unit development project is consistent with the City's Comprehensive Plan and other area plans = Met
- The proposed planned unit development project would maintain the desired relationships between land uses, land use densities and intensities, and land use impacts in the environs of the subject site = Met

- Adequate public infrastructure is or will be available to accommodate the range of uses being proposed for the planned unit development project, including but not limited to public sewer and water and public roads = Met
- The proposed planned unit development project will incorporate appropriate and adequate buffers and transitions between areas of difference land uses and development densities/intensities = Met
- The proposed planned unit development project design does not detract from areas of natural beauty surrounding the site = Met
- The proposed architecture and character of the proposed planned unit development project is compatible with adjacent/nearby development = Met
- The proposed planned unit development project will positively contribute to and not detract from the physical appearance and functional arrangement of development in the area = Met
- The proposed planned unit development project will produce significant benefits in terms of environmental design and significant alternative approaches to addressing development performance that relate to and more than compensate for any requested exceptions/base standard modifications variation of any standard or regulation of this chapter = Met
- For planned unit development projects that are proposed to be developed in phases, the applicant can provide a timeline for development and can demonstrate that the project would be successful even if all phases were not or could not be completed = N/A

The proposed General Development Plan (GDP) identifies nine (9) areas of flexibility from the standards of the DHMU zoning district. Each of the requested flexibilities is directly related to the proposed use, an off-site parking lot, and the physical constraints and configuration typical of downtown development patterns in this area. If a similar project were proposed in another area of Fort Atkinson, there would likely be sufficient space to meet the ordinance's base standards without modification. However, within the core blocks of downtown Fort Atkinson, site limitations and existing development patterns significantly constrain design options.

During the Zoning Ordinance rewrite, Off-Site Parking Lots were intentionally not permitted as a standalone principal use within the DHMU district. This policy decision was made to prioritize the preservation and reuse of existing structures and to prevent large surface parking lots from occupying valuable land within the downtown core. In this instance, however, additional context has been provided through the applicant's parking analysis and a multi-year collaborative process with City staff. The proposal is intended to address documented parking deficiencies, improve a currently underutilized and deteriorating property, upgrade public and private utilities in and around the site, and design the parking area in a manner that is responsive to adjacent land uses and nearby property owners.

City Staff and Premier Bank have worked closely together over an extended period to develop a plan that balances ordinance intent with practical site constraints. Through this collaboration,

the parties have shaped a proposal that improves conditions for all stakeholders and advances the broader interests of the City. The result is a plan that not only addresses the applicant’s operational needs but also contributes to site cleanup, infrastructure improvements, and better overall coordination within the downtown area.

Additionally, the property’s location, positioned off Main Street, helps minimize impacts on the historic streetscape while still providing critical support to downtown activity. By accommodating off-site parking in this location, the project reduces future demand for shared and on-street parking resources, thereby supporting the long-term parking strategy for the downtown district and reinforcing the vitality of the surrounding commercial core.

For these reasons, City staff supports this proposal based on its potential to improve public infrastructure, remove safety hazards, and help coordinate the long-term redevelopment of the downtown area.

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**RECOMMENDATION**

City staff recommends approval of the General Development Plan, with the following conditions:

1. A recommendation to the City Council that the General Development Plan for parcels 226-0514-0322-008 and 226-0514-0322-009 be approved, subject to any and all requirements identified by the Plan Commission.
2. All other applicable standards and requirements of the underlying DHMU zoning district shall continue to be in effect within this established PUD overlay, outside of those flexibilities noted below in item 3.
3. Nine proposed flexibilities from the DHMU zoning district standards:
  - a. Proposed flexibility to allow a permitted by-right principal land use of Off-Site Parking Lots in the DHMU zoning district is granted as proposed in the GDP submittal.
  - b. Proposed flexibility to allow a minimum pavement setback along the street, side, and rear property lines of 0 feet in the DHMU zoning district is granted as proposed in the GDP submittal.
  - c. Proposed flexibility to allow the maximum number of access points to be exceeded up to two on a parcel less than 200 feet in width is granted as proposed in the GDP submittal.
  - d. Proposed flexibility to allow the minimum number of bicycle and pedestrian connections to be less than one is granted as proposed in the GDP submittal.
  - e. Proposed flexibility to allow the minimum vision triangle standards to be less than 10 feet of visual clearance between the driveways and the public right-of-way is granted as proposed in the GDP submittal.
  - f. Proposed flexibility to allow the minimum green space areas for parking lots to be 0 feet along all property lines and between adjacent, neighboring property

- surface parking lots is granted as proposed in the GDP submittal.
- g. Proposed flexibility to allow the minimum permitted throat length to be 4 feet is granted as proposed in the GDP submittal.
  - h. Proposed flexibility to allow the minimum aisle width for two-way traffic flow to be 6 feet on along the western property line is granted as proposed in the GDP submittal.
  - i. Proposed flexibility to allow the maximum footcandles at the property line to be exceeded up a maximum as defined within the SIP approval step.
- 4. Review and approval of a CSM providing cross-access easements with neighboring properties to the West and North and provide a utility easement to the City for replacement of an existing sanitary line, prior to approval of the Specific Implementation Plan.
  - 5. The applicant is required to improve private storm sewer upgrades needed on the parcel and in the surrounding areas in coordination with City staff and adjoining property owners.
  - 6. Any other recommendations of City staff or the Plan Commission.

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#### **ATTACHMENTS**

- 1. PBP-DRAWINGS Rev 2 11x17 2-5-26
- 2. Premier Bank Documents

# PREMIERBANK PARKING LOT REMODEL

23 N. Water Street East  
Fort Atkinson, WI 53538

VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START.

**DRAWING INDEX:**

- SP-1 SITE LOCATION & IMAGES, RENDERING
- SP-2 EXISTING SITE PLAN
- SP-3 PROPOSED SITE PLAN
- SP-4 LANDSCAPING PLAN
- SP-5 PROPOSED STORM SEWER LOCATION

**PROJECT DESCRIPTION:**

RAZE EXISTING STRUCTURE. EXPAND EXISTING PARKING, SERVING PREMIERBANK. (15) TOTAL PARKING SPACES.

INCREASE GREENSPACE BY 674 S.F. (8.4% INCREASE)

ADDITION OF (5) MASONRY PIERS WITH WROUGHT IRON FENCE TO MATCH EXISTING MASONRY PIERS LOCATED NORTH OF THE SITE AT SHERMAN AVE E -- SEE FORT ATKINSON PUBLIC PARKING LOT AT 210 N MAIN ST.

**EXISTING SITE INFORMATION:**

SITE AREA:	5062 S.F.	(0.12 ACRE)
BUILDING FOOTPRINT AREA:	2412 S.F.	(47.6%)
PARKING AREA:	2436 S.F.	(48.1%)
GREEN SPACE AREA:	204 S.F.	(4.02%)

**PROPOSED SITE INFORMATION:**

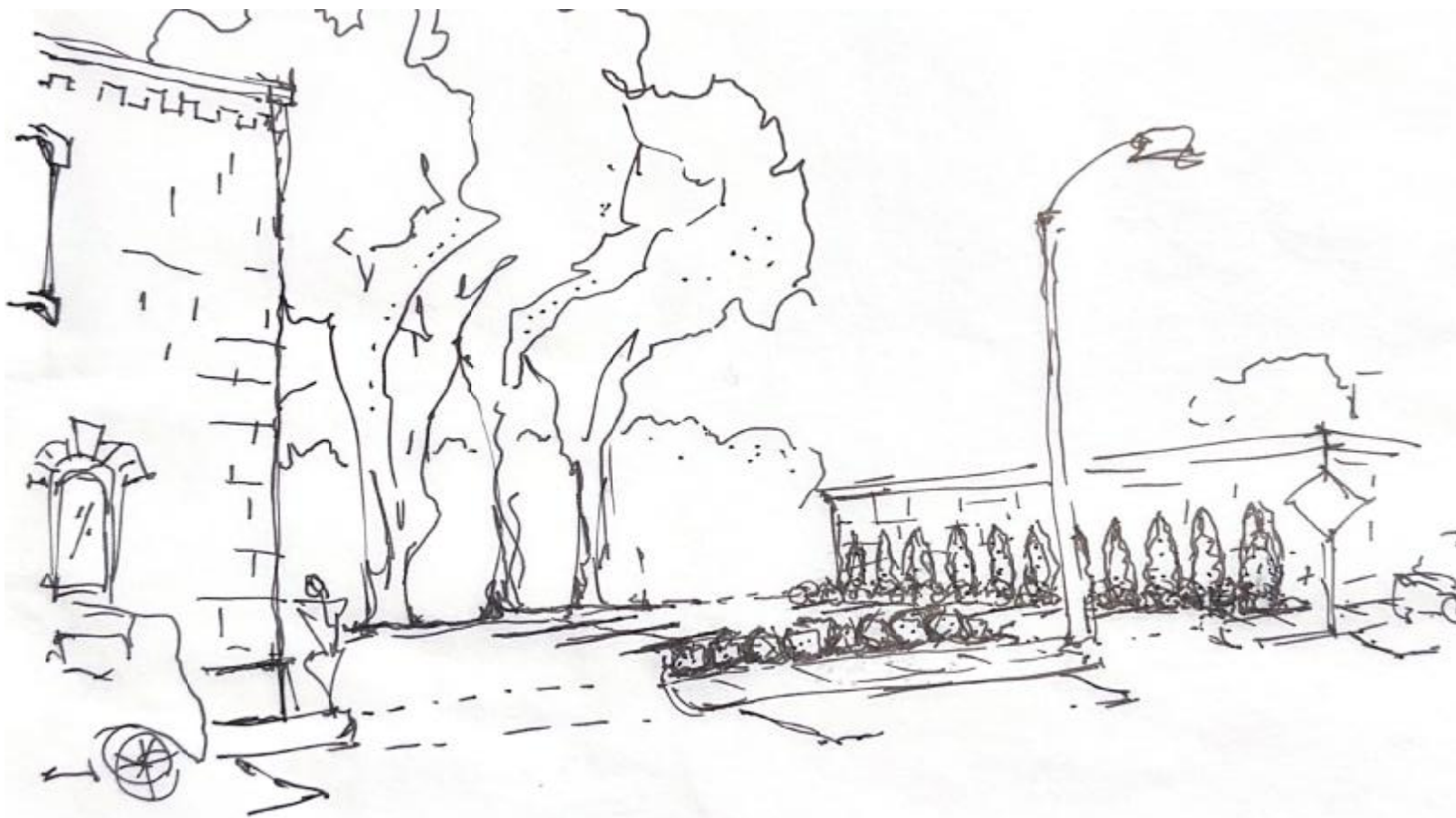
SITE AREA:	5062 S.F.	(0.12 ACRE)
BUILDING FOOTPRINT AREA:	0 S.F.	(00.0%)
PARKING AREA:	4299 S.F.	(84.9%)
GREEN SPACE AREA:	763 S.F.	(15.1%)

ALL DRAWINGS ARE  
1/2 SCALE SHOWN

PRELIMINARY NOT  
FOR CONSTRUCTION



**EXISTING SITE IMAGES**  
SCALE: N.T.S.  
2022/PREMIER BANK PARKING/FBP-DRAWINGS.DWG  
DATE: AUGUST 12, 2022



**SOUTH PERSPECTIVE RENDERING**  
SCALE: N.T.S.  
2022/PREMIER BANK PARKING/FBP-DRAWINGS.DWG  
DATE: AUGUST 12, 2022



SITE LOCATION

**SITE LOCATION MAP**  
SCALE: N.T.S.  
2022/PREMIER BANK PARKING/FBP-DRAWINGS.DWG  
DATE: AUGUST 12, 2022

**Design Alliance Architects, Inc.**

1003 Madison Avenue  
Fort Atkinson, WI  
(920) 563-3404

PREMIER BANK PARKING LOT  
23 N. Water Street East  
Fort Atkinson, WI 53538

**DRAWING NAMES**

SITE INFO


**REVISIONS**

1	6/28/2024
2	2/3/2025

**PROJECT DATA**

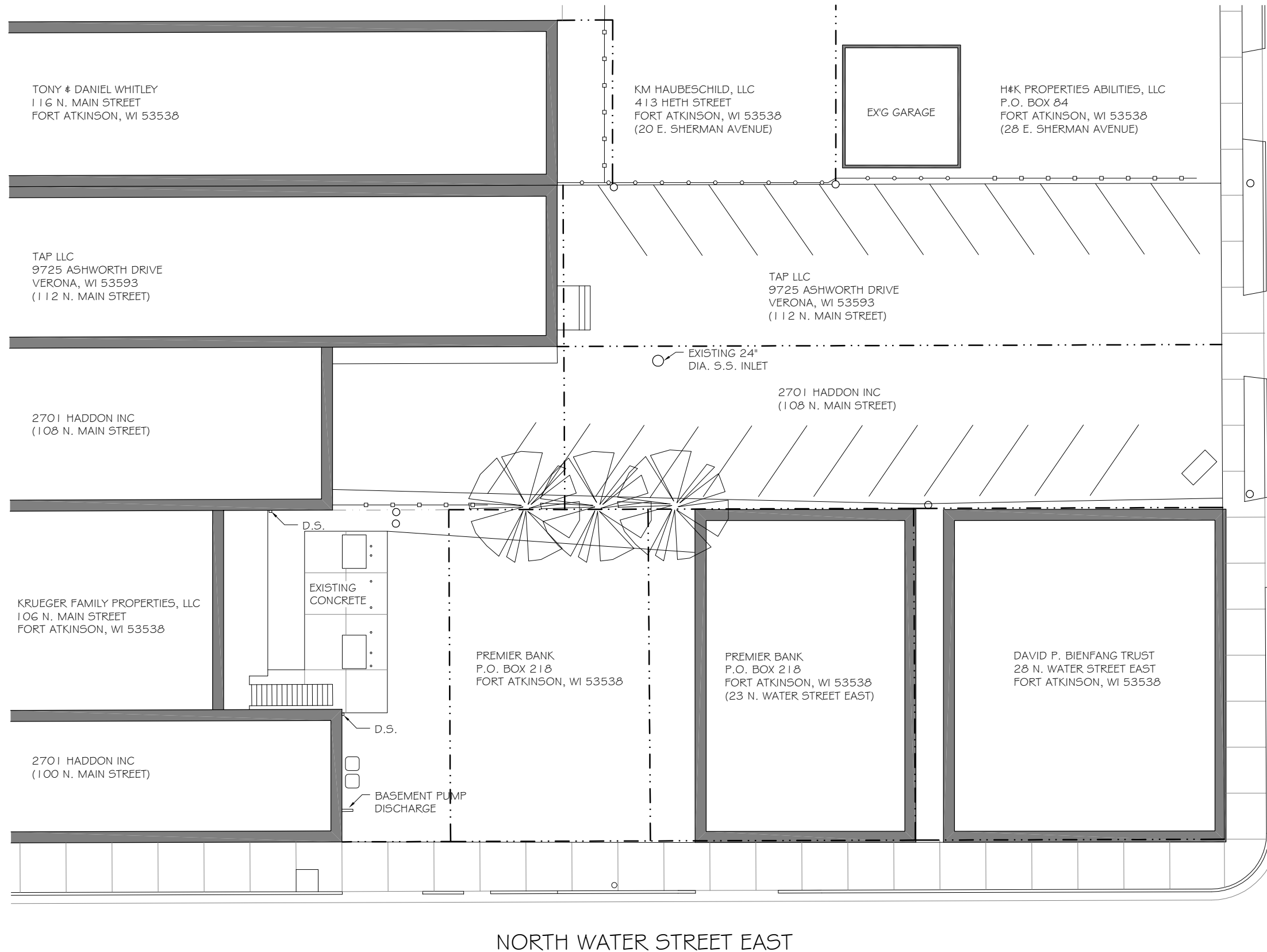
DATE: 9/13/2023  
DRAWN BY: CL, CJ  
CHECKED BY: P.W.

SHEET NO.

SP-1

VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START.

ALL DRAWINGS ARE  
1/2 SCALE SHOWN  
  
PRELIMINARY NOT  
FOR CONSTRUCTION



EDWARD STREET

NORTH WATER STREET EAST



EXISTING SITE PLAN

SCALE: 1" = 10'-0"  
2022/PREMIER BANK PARKING/FBP-DRAWINGS.DWG  
DATE: AUGUST 12, 2022

**Design Alliance Architects, Inc.**  
1003 Madison Avenue  
Fort Atkinson, WI  
(920) 563-3404

**PREMIER BANK PARKING LOT**  
23 N. Water Street East  
Fort Atkinson, WI 53538

DRAWING NAMES

EXISTING SITE PLAN	

REVISIONS

1	6/28/2024
2	2/3/2025

PROJECT DATA

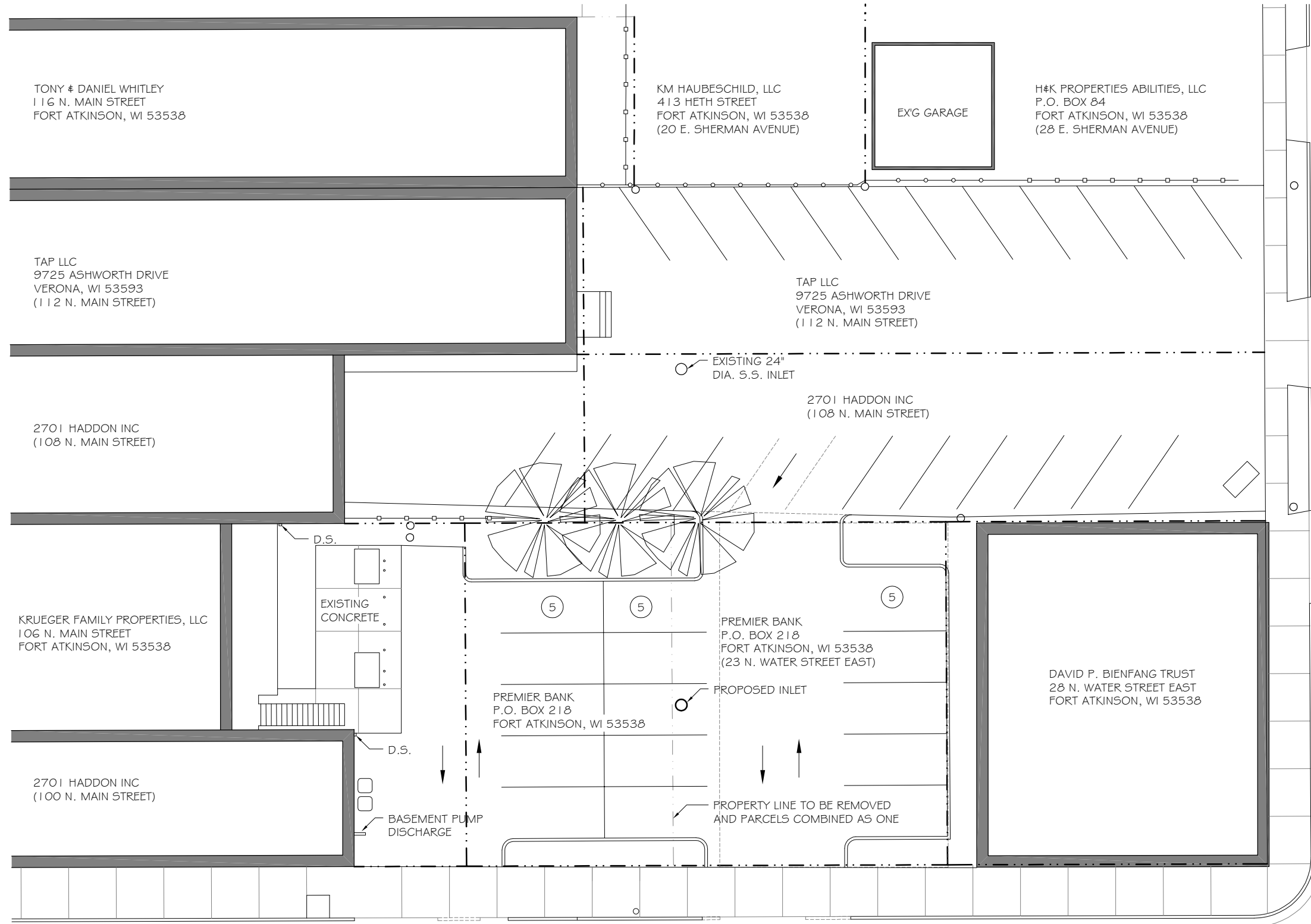
DATE:	9/13/2023
DRAWN BY:	CL, CJ
CHECKED BY:	P.W.

SHEET NO.

**SP-2**

VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START.

ALL DRAWINGS ARE  
1/2 SCALE SHOWN  
PRELIMINARY NOT  
FOR CONSTRUCTION



EDWARD STREET

NORTH WATER STREET EAST



**Design Alliance Architects, Inc.**  
1003 Madison Avenue  
Fort Atkinson, WI  
(920) 563-3404

**PREMIER BANK PARKING LOT**  
23 N. Water Street East  
Fort Atkinson, WI 53538

DRAWING NAMES

PROPOSED SITE PLAN

REVISIONS

1	6/28/2024
2	2/3/2025

PROJECT DATA

DATE: 9/13/2023  
DRAWN BY: CL, CJ  
CHECKED BY: P.W.

SHEET NO.

**SP-3**



PROPOSED SITE PLAN

SCALE: 1" = 10'-0"  
2022/PREMIER BANK PARKING/FBP-DRAWINGS.DWG  
DATE: AUGUST 12, 2022

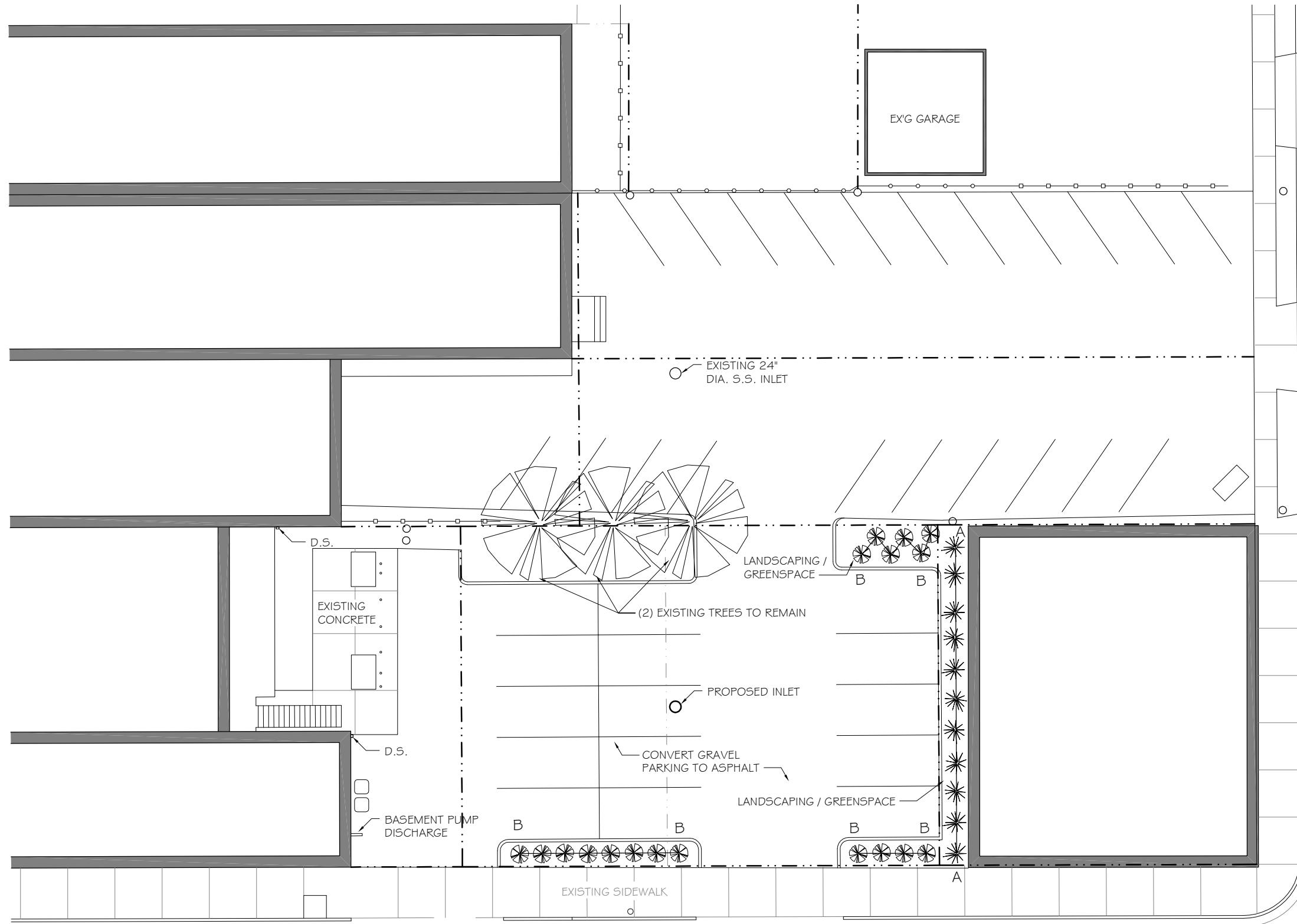
VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START.

ALL DRAWINGS ARE  
1/2 SCALE SHOWN  
PRELIMINARY NOT  
FOR CONSTRUCTION

PLANTING SCHEDULE

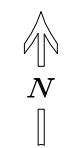
TYPE	DESCRIPTION	PLANTING SIZE	MATURE SIZE	QUANTITY
A	ARBOR VITAE 'PYRAMIDAL'	3-4'H	6' DIA	11
B	DWARF SPIREA 'PROEBELI'	15-18'H	3' DIA	18

NOTE: MATURE SIZES GIVEN ARE FOR PLANT SIZE AFTER 7-12 YEARS GROWTH TYP.



EDWARD STREET

NORTH WATER STREET EAST



LANDSCAPE PLAN

SCALE: 1" = 10'-0"  
2022/PREMIER BANK PARKING/FBP-DRAWINGS.DWG  
DATE: AUGUST 12, 2022

**Design Alliance**  
Architects, Inc.

1003 Madison Avenue  
Fort Atkinson, WI  
(920) 563-3404

PREMIER BANK PARKING LOT  
23 N. Water Street East  
Fort Atkinson, WI 53538

DRAWING NAMES

PROPOSED SITE PLAN

REVISIONS

1	6/28/2024
2	2/3/2025

PROJECT DATA

DATE: 9/13/2023  
DRAWN BY: CL, CJ  
CHECKED BY: P.W.

SHEET NO.

SP-4



August 15, 2025

Jedidiah Draeger  
Director of Neighborhood and Building Services  
City of Fort Atkinson  
101 N. Main Street  
Fort Atkinson WI 53538

Re: 23 North Water St. East and the westerly adjacent lot

Dear Jed,

Enclosed with this letter is a packet of information related to a planned unit development concept plan that we have previously discussed. In this packet are documents that you received previously along with an executed Cost of Recovery Agreement, our check in the amount of \$400.00 for the application fee and a copy of the completed Certified Survey of the lots at this location. I believe from previous discussions that the lots can be joined together by simply requesting such at the county level and thus the Certified Survey may not be necessary but nonetheless am providing you with a copy for your records. It is our intention to join the lots together as one parcel at some point in time during the project process.

Please let me know if there is anything else needed to get the process started. We are looking forward to working with you on this project.

Sincerely,



Russell L. Turk  
Chairman/President/CEO



City of Fort Atkinson  
City Manager's Office  
101 N. Main Street  
Fort Atkinson, WI 53538

**CITY OF FORT ATKINSON**  
**COST RECOVERY AGREEMENT**

The City of Fort Atkinson may retain the services of **professional consultants** (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and/or other experts) to assist in the City's review of a development proposal that may be scheduled for review and action by the Plan Commission and/or City Council. The submittal of a development proposal or land use application by an Applicant shall be construed as an **agreement to pay for such professional services** applicable to the proposal or application. The City may apply reasonable charges for these services to the Applicant through invoices. The City may delay acceptance of the proposal or application as complete, or may delay final approval of the proposal, until the Applicant pays such fees. In the event invoices become delinquent, finance charges will accrue at 1% per month, 30 days after the due date. Review fees invoiced to the Applicant, which are not paid in a timely manner, may be assigned by the City as a special assessment to the subject property. The Applicant hereby waives any notice and hearing requirements provided in Wis. Stats. § 66.0701 or any additions or amendments to this section. The City will provide notice to the applicant of the need to hire a professional consultant.

The Applicant is required to provide the City with an executed copy of this Cost Recovery Agreement as part of the land use application process. Applications are not considered complete and will not be considered by the Plan Commission without this executed Agreement.

\*Application fees are non-refundable. Fees cover the costs associated with mailing public notices, postage, copies and staff review. Applicants must agree to pay all additional expenses the City may incur on their behalf for contracted services (attorney, planner, engineer and required studies).

Applicant Name: PremierBank C/O: Russ Turk

Project Name: 23 N. Water Street E Parking Lot

Project Address: 23 N. Water St. E and adjacent lot

Parcel Number: 226-0514-0322-008 & 226-0514-0322-009

Dated this 15th day of August, 2025.

Agreement signed and entered into by:

**The City of Fort Atkinson**

\_\_\_\_\_  
City Manager

**Property Owner Information:**

**Applicant Information (if different):**

Owner Name: PremierBank

Applicant Name: \_\_\_\_\_

Owner Signature: *Russ Turk*

Applicant Signature: \_\_\_\_\_

Address: 70 N. Main Street

Address: \_\_\_\_\_

Phone Number: 920-542-1144

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
dd \_\_\_\_\_

Email Address: \_\_\_\_\_



**Planned Development Concept Plan - PremierBank**

*PremierBank*  
*Attn.: Russ Turk*  
*70 N. Main Street*  
*Fort Atkinson, WI 53038*  
*Phone: [REDACTED]*  
*Email: [REDACTED]*

Site Location:  
23 North Water St East and the westerly adjacent lot  
Fort Atkinson, WI 53538

Tax Parcel #s: 226-0514-0322-008 & 226-0514-0322-009

**Introduction:**

Historic downtown districts are the heart of a city, reflecting its rich cultural heritage. Fort Atkinson is no exception. Our downtown serves as a vital hub for commerce and social interaction, and we take pride in being part of this thriving area. A strong and growing downtown is essential to the overall success of a community. However, limited parking can significantly hinder this growth. A recent parking survey has identified a critical shortage of spaces. To address this need, PremierBank plans to build a new parking lot near its downtown location, aiming to support the economic vitality of the area

**Description of Proposal:**

This proposal is not a normal PUD application in that several of the items normally provided within a concept plan for a PUD will not pertain to this project. Therefore, those items that pertain will be addressed as best we can.

PremierBank owns the above referenced parcels, one of which is a gravel parking area and the other is a metal building that has been vacant for several years (previously an auto alignment shop). The bank desires to combine the two lots into one parcel and construct a blacktop parking lot for this area. A survey has already been completed in preparation of the lot combination. In doing this, the parking lot will not only provide additional parking for Bank staff and customers but also for other area businesses as well.

As a part of this proposal and to determine the potential need for a parking facility in the area, PremierBank engaged Traffic Analysis & Design, Inc. (TADi) of Cedarburg to conduct a parking evaluation for the immediate area. As a result of the parking evaluation, TADi has concluded,

- *“The construction of a 15-space paved parking lot in place of a four-space gravel lot and building at 23 N. Water Street East is expected to reduce the future peak occupancy of parking areas immediately surrounding the Premier Bank at N. Main Street. Without this lot, and without the potential availability for bank staff to park in the Bienfang’s Bar*

*parking lot, peak occupancy in these parking areas will increase significantly with limited parking availability for banking customers. Therefore, it is recommended that a new 15-space paved parking lot be constructed to accommodate the expected future parking demand." (italics added)*

To be aesthetically pleasing to the area, PremierBank is looking to fulfill the goal of enhancing the natural beauty of the area, while at the same time seeking to provide an economic boost to the commerce of the area. With that in mind, The Design Alliance Architects, Inc. company was hired to prepare a design rendering of the site so that the general project themes, images, general treatment of the natural features and the relationship to nearby properties and public streets are addressed in such a way to fulfill this goal. The design rendering has been included in this packet for review.

In addition, and as requested, the two lots have been surveyed, and the plan is to join the two parcels into one thus facilitating a clean and unobstructed parcel map of the area being developed. A copy of the proposed survey is included in this packet for review and acceptance.

### **Conclusion**

The construction of a new parking lot in the historic downtown district is not merely a logistical improvement but a strategic investment in the economic vitality of the area. The findings from the parking survey clearly outline the necessity for additional parking, and the potential economic benefits are substantial. By enhancing accessibility, supporting local businesses, and attracting more visitors, a new parking lot will serve as a catalyst for economic growth and sustainability in our historic downtown district. The time to act is now, to ensure that our downtown area continues to thrive and preserve its historic charm for future generations.



## Procedural Checklist for Planned Developments

The process for review and approval of the General Development Plan shall be identical to that for zoning map amendments per Section 15.10.31. The process for review and approval of the Specific Implementation Plan shall be identical to that for site plans per Section 15.10.42.

This form is designed to be used by the Applicant as a guide for submitting a complete for a Planned Development (PUD) and by the City to process the application.

Name, company, and client (if applicable): PremierBank, 70 N. Main St., Fort Atkinson, WI 53538

Contact person: Russ Turk

Phone number: [REDACTED] Email: [REDACTED]

Property address for Planned Development: 23 N. Water St. E and the westerly adjacent vacant lot with tax parcel #s of 226-0514-0322-008 and 226-0514-0322-009

### I Application Packet Requirements **See attached for content pertaining to this section.**

The Applicant shall submit an electronic copy of the application or paper copies as may be required by the City.

- A. Pre-Application Conference.** Prior to formal petition for zoning to a PUD district, the applicant shall confer with appropriate City staff in order to establish mutual understanding as to the basic concept proposed and to ensure proper compliance with the requirements for processing. Points of discussion and conclusions reached in this stage of the process shall in no way be binding upon the applicant or the City, but should be considered as the informal, non-binding basis for proceeding to the next step.
- B. Concept Plan.** Upon completion of the pre-application conference, described above, the applicant may decide to prepare an optional conceptual plan for review by the Plan Commission.

The Plan Commission or City Council may waive submittal information listed below, and/or may likewise require additional information beyond that listed below. The Plan Commission shall accept the concept plan and inform the application to move on to the next step in the PUD process, General Development Plan.

The concept plan submittal shall include the following items:

- A location map of the subject property and its vicinity.
- A general written description of the proposed PUD, including:
  - General project themes and images.
  - The general mix of dwelling unit types and/or land uses.
  - Approximate residential densities and nonresidential intensities as described by dwelling units per acre, landscaping surface ratio, and/or other appropriate measures of density and intensity.
  - General treatment of natural features.
  - Relationship to nearby properties and public streets.
  - Relationship of the project to the Comprehensive Plan.
  - Description of potentially requested exceptions from the requirements of this Chapter. The purpose of this information shall be to provide the Plan Commission with information necessary to determine the relative merits of the project with respect to private versus public benefit, and to evaluate the

potential adverse impacts created by making exceptions to standard zoning district requirements.

- A conceptual drawing of the site plan layout, including the general locations of public streets and/or private drives.

**C. General Development Plan (GDP):**

The GDP submittal shall include the following items:

- General location map of the subject site depicting:
  - All lands for which the Planned Unit Development is proposed and all other lands within 100 feet of the boundaries of the subject site.
  - Current zoning of the subject site and abutting properties, and the jurisdiction(s) that maintains that control.
  - A graphic scale and a north arrow.
- Generalized site plan showing the pattern or proposed land uses, including:
  - General size, shape, and arrangement of lots and specific use areas.
  - Basic street pattern and pattern of internal drives.
  - General site grading plan showing preliminary road grades.
  - Basic storm drainage pattern, including proposed on-site stormwater detention.
  - General location of recreational and open space areas, including designation of any such areas to be classified as common open space.
- Statistical data, including:
  - Minimum lot sizes in the development.
  - Approximate areas of all lots.
  - Density/intensity of various parts of the development.
  - Building coverage.
  - Landscaping surface area ratio of all land uses.
  - Expected staging.
- Conceptual landscaping plan, noting approximate locations of foundation, street, yard, and paving landscaping, and comparing the proposed landscaping plan to the standard landscaping requirements in Article VIII.
- General signage plan, including all project identification signs and concepts for public fixtures and signs (such as street light fixtures and/or poles or street sign faces and/or poles) which are proposed to vary from City standards or common practices.
- General outline of property owners' association, covenants, easements, and deed restrictions.
- A written description of the proposed Planned Unit Development, including:
  - General project themes and images.
  - The general mix of dwelling unit types and/or land uses.
  - Approximate residential densities and nonresidential intensities as described by dwelling units per acre, landscaping surface area ratio, and/or other appropriate measures of density and intensity.
  - General treatment of natural features.
  - General relationship to nearby properties and public streets.

- General relationship of the project to the Comprehensive Plan.
- Proposed exceptions from the requirements of this Chapter.
- A Traffic Impact Analysis – if deemed necessary by Zoning Administrator – that evaluates the adequacy of the existing and proposed transportation system that services the PUD and addresses all elements of the transportation system as it related to pedestrians, bicyclists, transit, vehicular traffic, and adjacent land development. WisDOT TIA requirements must be followed if a development project has direct access to the State Trunk Highway System.

**D. Specific Implementation Plan (SIP):**

Upon completion of the GDP review process, described above, the applicant shall submit a Specific Implementation Plan to the Zoning Administrator for determination of completeness. The SIP may be placed on the Plan Commission agenda once the Zoning Administrator determines the SIP to be complete.

The Zoning Administrator, or by majority vote of the Plan Commission may waive submittal information listed below, and/or may likewise require additional information beyond that listed below. Note that the area included in a SIP may be only a portion of the area included in a previously approved GDP. The SIP submittal shall include the following items:

- An existing conditions map of the subject site depicting the following:
  - All lands for which the Planned Development is proposed and all other lands within 100 feet of the boundaries of the subject site.
  - Current zoning of the subject property and all abutting properties, and the jurisdiction(s) that maintains that control.
  - Existing utilities and recorded easements.
  - All lot dimensions of the subject site.
  - A graphic scale and a north arrow.
- A SIP map of the proposed site showing at least the following:
  - Lot layout and the arrangements of buildings.
  - Public and private roads, driveways, walkways, and parking facilities.
  - Specific treatment and location of recreational and open space areas, including designation of any such areas to be classified as common open space.
- Proposed grading plan.
- Specific landscaping plan for the subject site, specifying the location, species, and installation size of all plantings. The landscaping plans shall include a table summarizing all proposed species.
- Architectural plans for any nonresidential buildings, multifamily structures, or building clusters, other than conventional single-family homes or individual lots, in sufficient detail to indicate the floor area, bulk, and visual character of such buildings.
- Engineering plans for all water and sewer systems, stormwater systems, roads, parking areas, and walkways.
- Signage plan for the project, including all project identification signs, concepts for public fixtures and signs (such as street light fixtures and/or poles or street sign faces and/or poles), and group development signage themes that are proposed to vary from City standards or common practices.
- Specific written description of the proposed SIP including:
  - Specific project themes and images.
  - Specific mix of dwelling unit types and/or land uses.

- Specific residential densities and nonresidential intensities as described by dwelling units per acre, and landscaping surface area ratio and/or other appropriate measures of density and intensity.
- Specific treatment of natural features, including parkland.
- Specific relationship to nearby properties and public streets.
- Statistical data on minimum lot sizes in the development, the precise areas of all development lots and pads; density/intensity of various parts of the development; building coverage, and landscaping surface area ratio of all land uses; proposed staging; and any other plans required by the Plan Commission.
- A statement of rationale as to why PUD zoning is proposed. This statement shall list the standard zoning requirements that, in the applicant's opinion, would inhibit the development project and the opportunities for community betterment that are available through the proposed PUD project.
- A complete list of zoning standards that would not be met by the proposed SIP and the location(s) in which such exceptions would occur.
- Phasing schedule, if more than one development phase is intended.
- Agreements, bylaws, covenants, and other documents relative to the operational regulations of the development and particularly providing for the permanent preservation and maintenance of common open areas and amenities.
- A written description that demonstrates how the SIP is consistent with the approved GDP and any and all differences between the requirements of the approved GDP and the proposed SIP.

## II Criteria Used to Evaluate the Planned Development Application

See Section 15.10.44(e) for criteria used by the Zoning Administrator to evaluate the application. The Plan Commission shall make findings with respect to the following criteria:

1. The proposed Planned Unit Development project is consistent with the overall purpose and intent of the Fort Atkinson Zoning Code.
2. The proposed Planned Unit Development project is consistent with the City's Comprehensive Plan and other area plans. (It is the responsibility of the City to determine such consistency.)
3. The proposed Planned Unit Development project would maintain the desired relationships between land uses, land use densities and intensities, and land use impacts in the environs of the subject site.
4. Adequate public infrastructure is or will be available to accommodate the range of uses being proposed for the Planned Unit Development project, including but not limited to public sewer and water and public roads.
5. The proposed Planned Unit Development project will incorporate appropriate and adequate buffers and transitions between areas of difference land uses and development densities/intensities.
6. The proposed Planned Unit Development project design does not detract from areas of natural beauty surrounding the site.
7. The proposed architecture and character of the proposed Planned Unit Development project is compatible with adjacent/nearby development.
8. The proposed Planned Unit Development project will positively contribute to and not detract from the physical appearance and functional arrangement of development in the area.



- 9. The proposed Planned Unit Development project will produce significant benefits in terms of environmental design and significant alternative approaches to addressing development performance that relate to and more than compensate for any requested exceptions modifications variation of any standard or regulation of the Fort Atkinson Zoning Code.
- 10. For Planned Unit Development projects that are proposed to be developed in phases, the applicant can provide a timeline for development and can demonstrate that the project would be successful even if all phases were not or could not be completed.

### III Process Checklist

- Pre-Application Conference Date: sm 3/18
- Plan Commission Concept Plan Review Date: \_\_\_\_\_
- General Development Plan (*same process as zoning map amendment*)
  - Application fee of \$200.00 received by City Clerk Date: sm 3/18
  - Reimbursement of professional consultant costs agreement executed. Date: sm 3/18
  - Receipt of GDP by Zoning Administrator Date: sm 3/18
  - Development Review Team Input Date: sm 3/18
  - Class 2 legal notice sent to official newspaper by City Clerk Date: \_\_\_\_\_
  - Class 2 legal notice published on \_\_\_\_\_ and \_\_\_\_\_ Date: \_\_\_\_\_
  - Notification of neighboring property owners within 100 feet of the petition Date: \_\_\_\_\_
  - Notification of clerks of municipalities within 1,000 feet of the petition Date: \_\_\_\_\_
  - Notification of airports within 3 miles of the petition Date: \_\_\_\_\_
  - Plan Commission Public Hearing, review and recommendation Date: \_\_\_\_\_
  - Common Council review and action Date: \_\_\_\_\_
- Specific Implementation Plan (*same process as site plan*)
  - Receipt of SIP by Zoning Administrator Date: \_\_\_\_\_
  - Development Review Team Input Date: \_\_\_\_\_
  - Zoning Administrator Report Date: \_\_\_\_\_
  - Plan Commission Public Meeting Date: \_\_\_\_\_
  - Plan Commission Review and Action Date: \_\_\_\_\_

## Planned Development Concept Plan - PremierBank

*PremierBank*

*Attn.: Russ Turk*

*70 N. Main Street*

*Fort Atkinson, WI 53038*

*Phone:* [REDACTED]  
[REDACTED]

### Site Location:

23 North Water St East and the westerly adjacent lot  
Fort Atkinson, WI 53538

Tax Parcel #s: 226-0514-0322-008 & 226-0514-0322-009

### Introduction:

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- *“The construction of a 15-space paved parking lot in place of a four-space gravel lot and building at 23 N. Water Street East is expected to reduce the future peak occupancy of parking areas immediately surrounding the Premier Bank at N. Main Street. Without this lot, and without the potential availability for bank staff to park in the Bienfang’s Bar*

*parking lot, peak occupancy in these parking areas will increase significantly with limited parking availability for banking customers. Therefore, it is recommended that a new 15-space paved parking lot be constructed to accommodate the expected future parking demand.”(italics added)*

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### **Conclusion**

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Proposed Parking Lot location



## TECHNICAL MEMORANDUM

**Date:** March 10, 2023

**To:** Russ Turk, Chairman/President/CEO  
Premier Bank

**From:** Tammi Czewski, P.E., PTOE  
Traffic Analysis & Design, Inc.

**Subject:** **Parking Evaluation for Premier Bank  
Fort Atkinson, WI**

---

Premier Bank proposes to construct a new parking lot on the north side of N. Water Street East, opposite the N. Main Street bank location in Fort Atkinson, Wisconsin. The proposed 15-space paved parking lot would replace an existing building and four-space gravel lot at 23 N. Water Street East. Under an existing agreement, Premier Bank staff currently utilizes excess parking on the adjacent Bienfang's Bar property. The proposed parking lot would replace some of this parking should the agreement not continue in the future.

This technical memorandum was prepared to evaluate the existing parking occupancy (supply & demand) surrounding the Premier Bank building compared to future occupancy without bank parking at Bienfang's Bar and with additional parking in the proposed lot. The location of the Premier Bank, proposed parking lot, and parking evaluation study area are shown on [Exhibit 1](#). A conceptual site plan for the proposed parking lot is shown on [Exhibit 2](#).

### **Existing Parking Supply**

TADI documented the available parking supply in the Bienfang's Bar parking lot, the Premier Bank parking lots (at both the N. Main Street location and Sherman Avenue East locations), the gravel lot north of the N. Main Street Premier Bank, and public on-street spaces along N. Water Street East, N. Main Street, and Edward Street. There is total supply of 102 parking spaces in these areas.

### **Existing Parking Demand & Occupancy**

TADI documented the parking demand (occupied spaces) in each parking area every hour from 10:00 a.m. to 4:00 p.m. on February 24, 2023. Based on the compiled data, the highest

combined number of occupied parking spaces occurred at 2:00 p.m. During this time, 58 of the available parking spaces were occupied with vehicles (six spaces were occupied with snow piles), resulting in an existing vehicle occupancy rate of 57%. The snow-occupied spaces were in the Premier Bank parking lot on N. Main Street (three spaces occupied) and in the Premier Bank parking lot on Sherman Avenue (three occupied spaces). To represent “typical” conditions where these spaces are available for vehicle parking, this study does not consider the snow-filled spaces as a demand value in the occupancy calculations.

The hourly parking supply and demand counts and peak occupancy rate for each parking area is shown in [Table 1](#). The parking data is also shown graphically on [Exhibit 3](#).

**Table 1. Existing Parking Supply & Demand**

Time	Main Street	Premier Bank	Bienfang's Bar	Edward Street "South"	Water Street	Gravel Lot	Edward Street "North"	Premier Bank Branch	Total Parked Cars
10:00 AM	1	10	12	7	6	4	5	7	52
11:00 AM	0	5	13	6	6	4	9	7	50
12:00 PM	0	4	13	5	9	4	9	5	49
1:00 PM	0	4	13	6	8	3	10	7	51
2:00 PM	0	10	14	6	10	4	8	6	58
3:00 PM	0	4	14	7	10	4	8	7	54
4:00 PM	0	5	12	8	8	4	11	7	55
<b>Total Supply</b>	6	22	17	10	12	4	14	17	102
<b>Peak Vehicle Occupancy %</b>	0%	45%	82%	60%	83%	100%	57%	35%	57%

### Future Parking Demand & Occupancy

Premier Bank reports typical staff occupancy of about 45 per day in the N. Main Street location, which at times grows up to 55 per day. Assuming that the existing parking demand counts represent a typical day for bank staff, the future demand volumes were adjusted to account for an additional 10 peak occupied spaces.

Based on field notes during the parking demand counts, at least 12 of the 14 vehicles parked at Bienfang’s Bar at 2:00 p.m. appeared to be from bank staff (these vehicles were parked in the lot prior to the bar opening at 11:00 a.m., moved only at lunch, and returned for the remainder of the day). This lot may not be available for bank parking in the future. Therefore, the 17 spaces in the Bienfang’s Bar parking lot were removed from the parking supply available to bank staff, and the two non-bank vehicles parked in the Bienfang’s Bar parking lot at 2:00 p.m. were removed from the parking demand.

The additional bank staff and reduction in available staff parking spaces results in a future peak occupancy of 78% (66-space demand and 85-space supply). Assuming that the staff displaced from the Bienfang’s Bar parking lot will park in the closest-available lots to the Premier Bank at N. Main Street, many of these parking areas will be 100% full. This leaves limited additional spaces needed to accommodate overlapping parking for customer turnover. The future estimated parking occupancy for each parking area is shown on [Exhibit 4](#).

If the existing gravel lot north of the Premier Bank were replaced with a 15-space paved parking lot, the parking supply would increase to 96 spaces, resulting in an overall future peak occupancy of 69%. Parking lots surrounding the bank can be less than “full” (parking areas are typically considered “full” at 85% occupancy) without N. Main Street Premier Bank staff or customers having to park more remotely along the northern study segment of Edward Street or within the Sherman Avenue Premier Bank parking lot. The future estimated parking occupancy for each parking area with the additional propose parking lot on N. Water Street East is shown on [Exhibit 5](#). A detailed summary of future supply, demand, and occupancy for each parking area is in [Table 2](#).

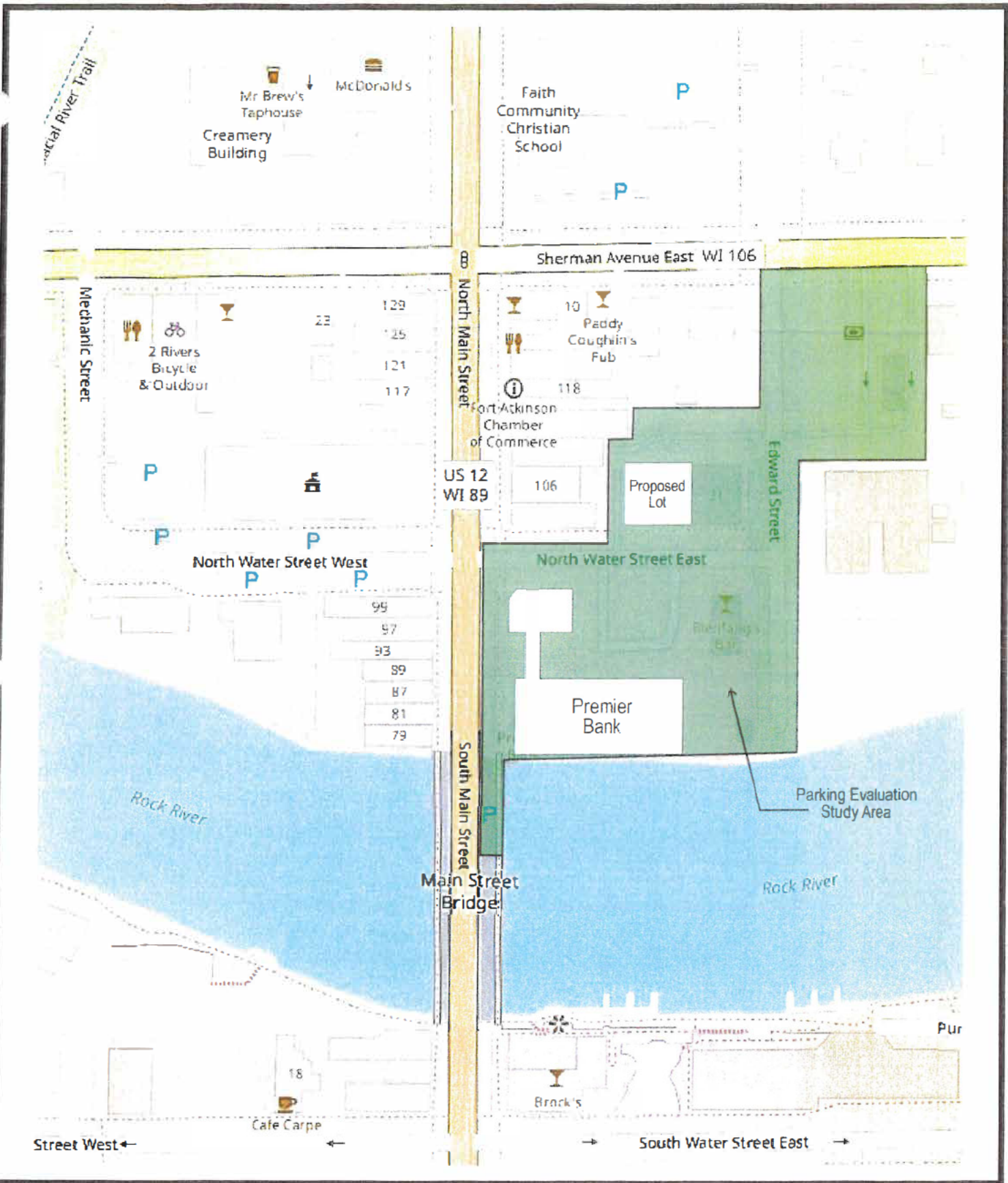
**Table 2. Future Parking Supply & Demand**

Peak Parking 2:00-3:00 p.m.	Main Street	Premier Bank	Bienfang's Bar	Edward Street "South"	Water Street	Gravel Lot/ New Lot	Edward Street "North"	Premier Bank Branch	Total Parked Cars
<b>Existing Conditions</b>									
Existing Demand	0	10	14	6	10	4	8	6	58
Existing Supply	6	22	17	10	12	4	14	17	102
Existing Occupancy	0%	45%	82%	60%	83%	100%	57%	35%	57%
<b>Future Conditions @ Bank (+10 staff) with No Parking at Bienfang's Bar (12 Parking Elsewhere)</b>									
Demand	6	22		8	12	4	8	6	66
Supply	6	22		10	12	4	14	17	85
Occupancy	100%	100%		80%	100%	100%	57%	35%	78%
<b>Future Conditions @ Bank (+10 staff) with No Parking at Bienfang's Bar (12 Parking Elsewhere) &amp; New Lot on Gravel Lot</b>									
Demand	4	18		8	10	12	8	6	66
Supply	6	22		10	12	15	14	17	96
Occupancy	67%	82%		80%	83%	80%	57%	35%	69%

Note that an angled parking option was considered for N. Water Street East, similar to the angled on-street parking on Water Street west of Main Street, as an option to constructing the proposed 15-space paved parking lot at 23 N. Water Street East. Due to the presence of parking lot driveways and garage door driveways on both sides of the road, the net increase in spaces is expected to be minimal (1 or 2 spaces). As such, this option is not expected to significantly improve future parking occupancy in the parking areas surrounding the N. Main Street Premier Bank and was therefore not detailed in this study.

**Conclusions**

The construction of a 15-space paved parking lot in place of a four-space gravel lot and building at 23 N. Water Street East is expected to reduce the future peak occupancy of parking areas immediately surrounding the Premier Bank at N. Main Street. Without this lot, and without the potential availability for bank staff to park in the Bienfang’s Bar parking lot, peak occupancy in these parking areas will increase significantly with limited parking availability for banking customers. Therefore, it is recommended that a new 15-space paved parking lot be constructed to accommodate the expected future parking demand.



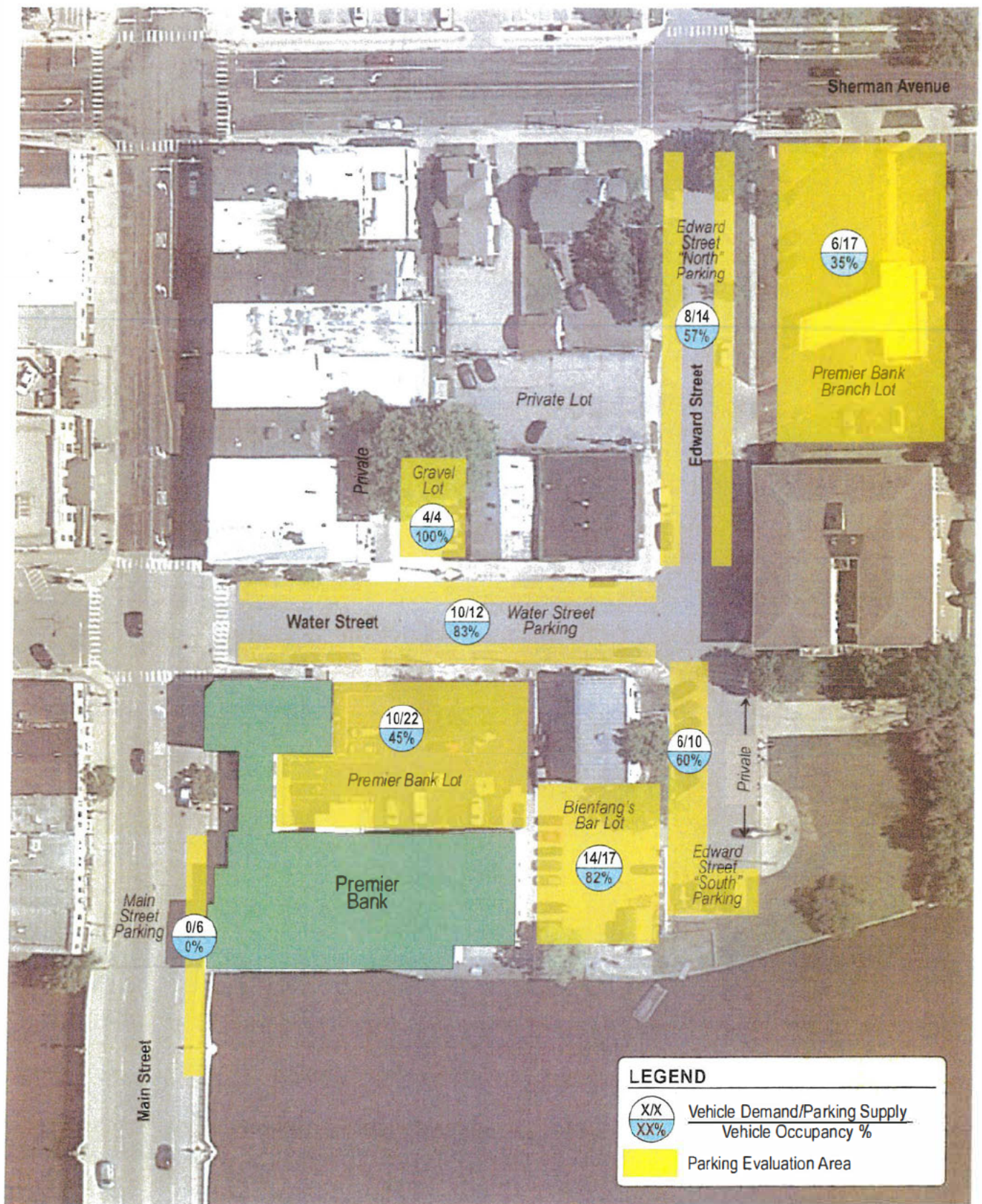
3044: 3-10-2023



**EXHIBIT 1  
PROJECT LOCATION MAP**

PREMIER BANK PARKING STUDY - FORT ATKINSON, WISCONSIN





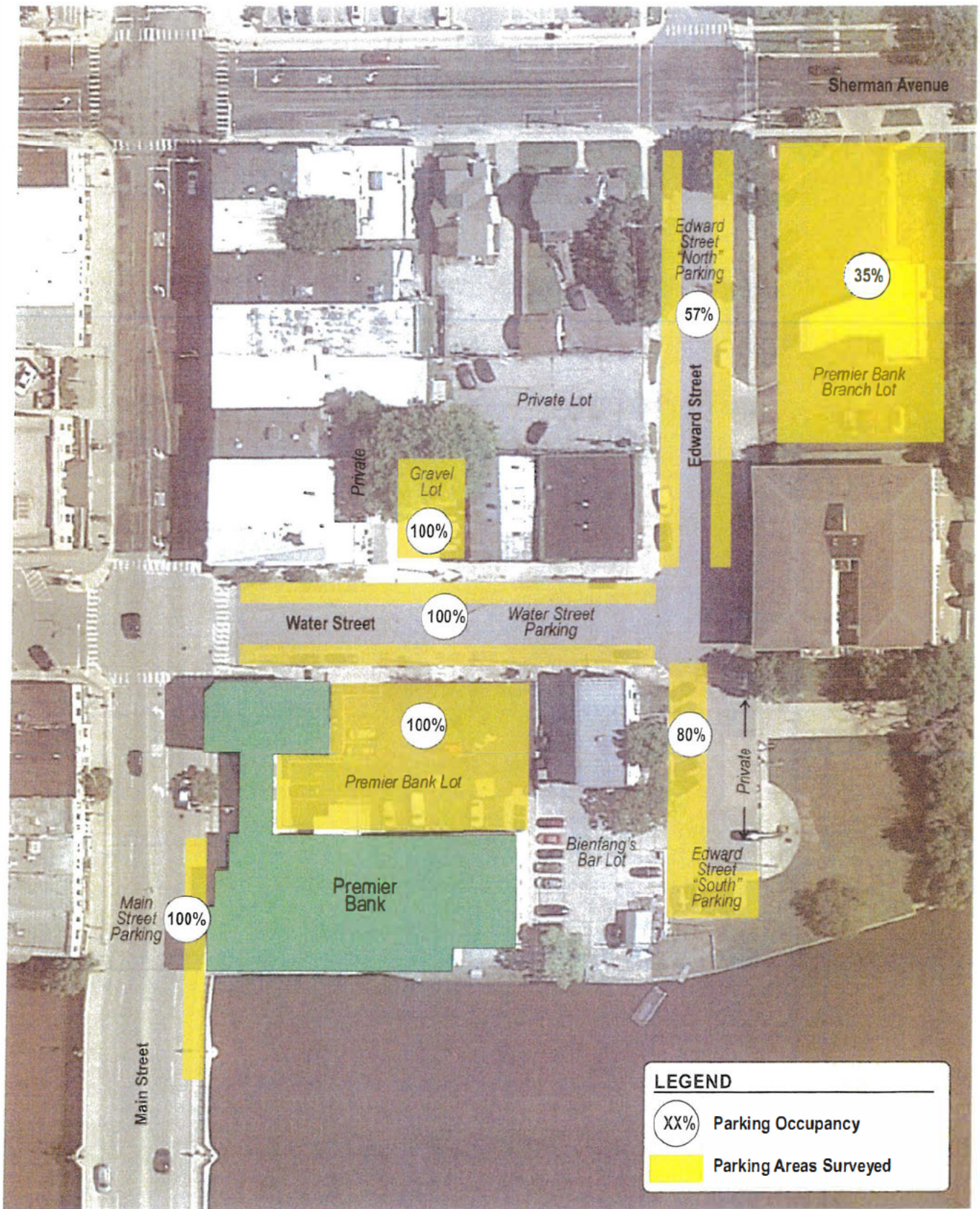
3044: 3-10-2023



NOT TO SCALE

**EXHIBIT 3  
EXISTING VEHICLE OCCUPANCY**

**PREMIER BANK PARKING STUDY - FORT ATKINSON, WISCONSIN**

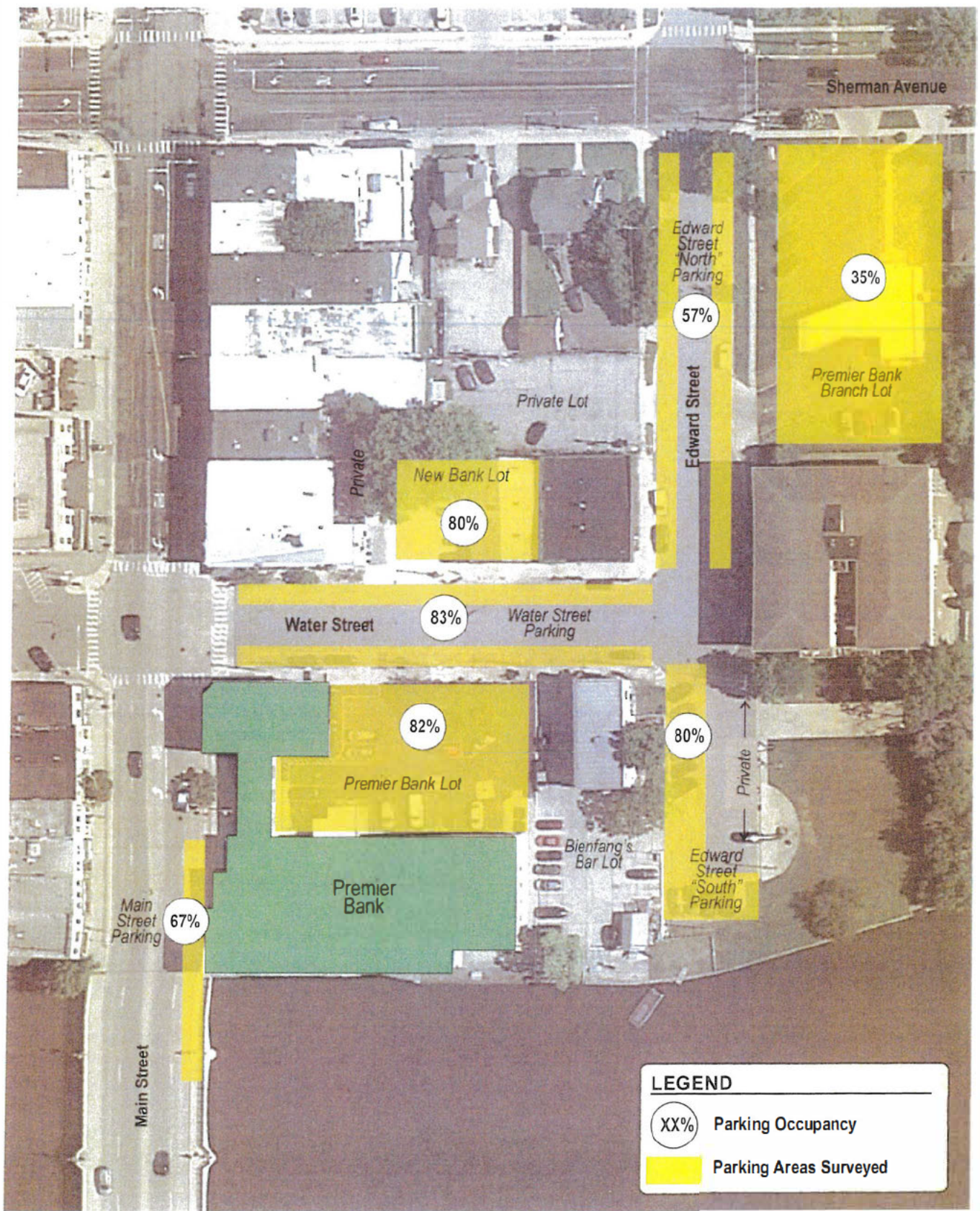


3044: 3-10-2023



NOT TO SCALE

**EXHIBIT 4**  
**FUTURE PEAK PARKING OCCUPANCY**  
**PEAK OPERATIONS AT BANK (ADD 10 STAFF PARKING)**  
**NO BANK PARKING AT BIENFANG'S BAR (SHIFT 12 STAFF PARKING)**  
**PREMIER BANK PARKING STUDY - FORT ATKINSON, WISCONSIN**



**LEGEND**

- XX% Parking Occupancy
- Parking Areas Surveyed



3044: 3-10-2023



NOT TO SCALE

**EXHIBIT 5**  
**ALTERNATIVE PEAK PARKING OCCUPANCY - NEW BANK LOT**  
**PEAK OPERATIONS AT BANK (ADD 10 STAFF PARKING)**  
**NO BANK PARKING AT BIENFANG'S BAR (SHIFT 12 STAFF PARKING)**

**PREMIER BANK PARKING STUDY - FORT ATKINSON, WISCONSIN**

# PREMIERBANK PARKING LOT REMODEL

23 N. Water Street East  
Fort Atkinson, WI 53538

VERIFY ALL CONDITIONS AND DIMENSIONS WITH THE  
OWNER AND NOTIFY THE DESIGN ASSURANCE  
ARCHITECTS, INC. OF ANY DISCREPANCIES  
BEFORE TO START.

### DRAWING INDEX

- SP-1 SITE LOCATION & ACCESS, PENDING
- SP-2 EXISTING SITE PLAN
- SP-3 PROPOSED SITE PLAN
- SP-4 LANDSCAPING PLAN
- SP-5 PROPOSED SIGNAGE LOCATION

### PROJECT DESCRIPTION:

REPLACE EXISTING STRUCTURE & EXPAND EXISTING PARKING  
SERVING PREMIERBANK (15) TOTAL PARKING SPACES  
  
INCREASE GREENSPACE BY 674.5 SF (6.4% INCREASE)  
  
ADDITION OF (5) MASONRY PIERS WITH WROUGHT IRON  
FENCE TO MATCH EXISTING MASONRY PIERS LOCATED  
NORTH OF THE SITE AT SHYMAN AVE E. SEE FORM  
ATKINSON PUBLIC PARKING LOT AT 21.0 N MAIN ST

### EXISTING SITE INFORMATION

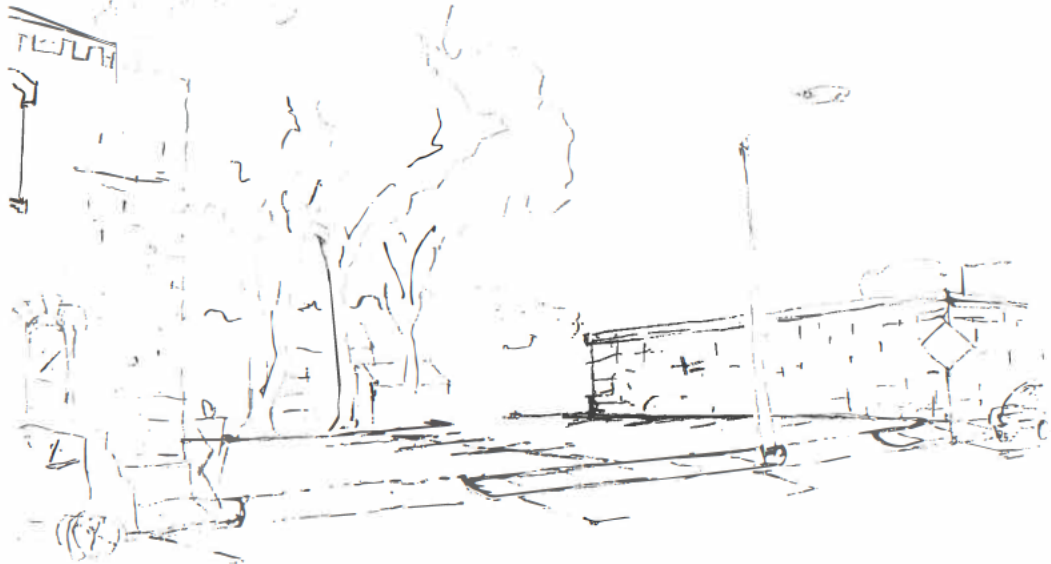
SITE AREA	5062.5 SF	(0.12 ACRE)
BUILDING FOOTPRINT AREA	2412.5 SF	(47.6%)
PARKING AREA	2430.5 SF	(48.1%)
GREEN SPACE AREA	264.5 SF	(5.2%)

### PROPOSED SITE INFORMATION

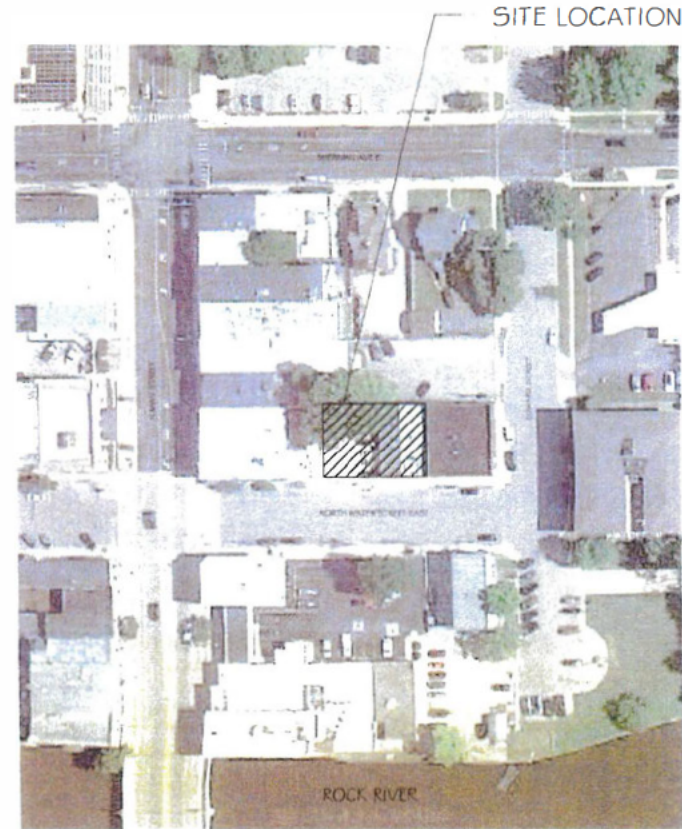
SITE AREA	5062.5 SF	(0.12 ACRE)
BUILDING FOOTPRINT AREA	0.5 SF	(0.0%)
PARKING AREA	4442.5 SF	(87.7%)
GREEN SPACE AREA	619.5 SF	(12.2%)



EXISTING SITE IMAGES  
DATE: 08/11/2021  
DRAWN BY: CLC  
CHECKED BY: TFW



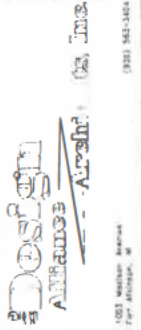
SOUTH PERSPECTIVE RENDERING  
DATE: 08/11/2021  
DRAWN BY: CLC  
CHECKED BY: TFW



SITE LOCATION

ALL DRAWINGS ARE  
1/2 SCALE SHOWN

PRELIMINARY NOT  
FOR CONSTRUCTION



PREMIER BANK PARKING LOT  
23 N. Water Street East  
Fort Atkinson, WI 53538

### DRAWING NAMES

SITE #10	

### REVISIONS

1	08/24/2021	

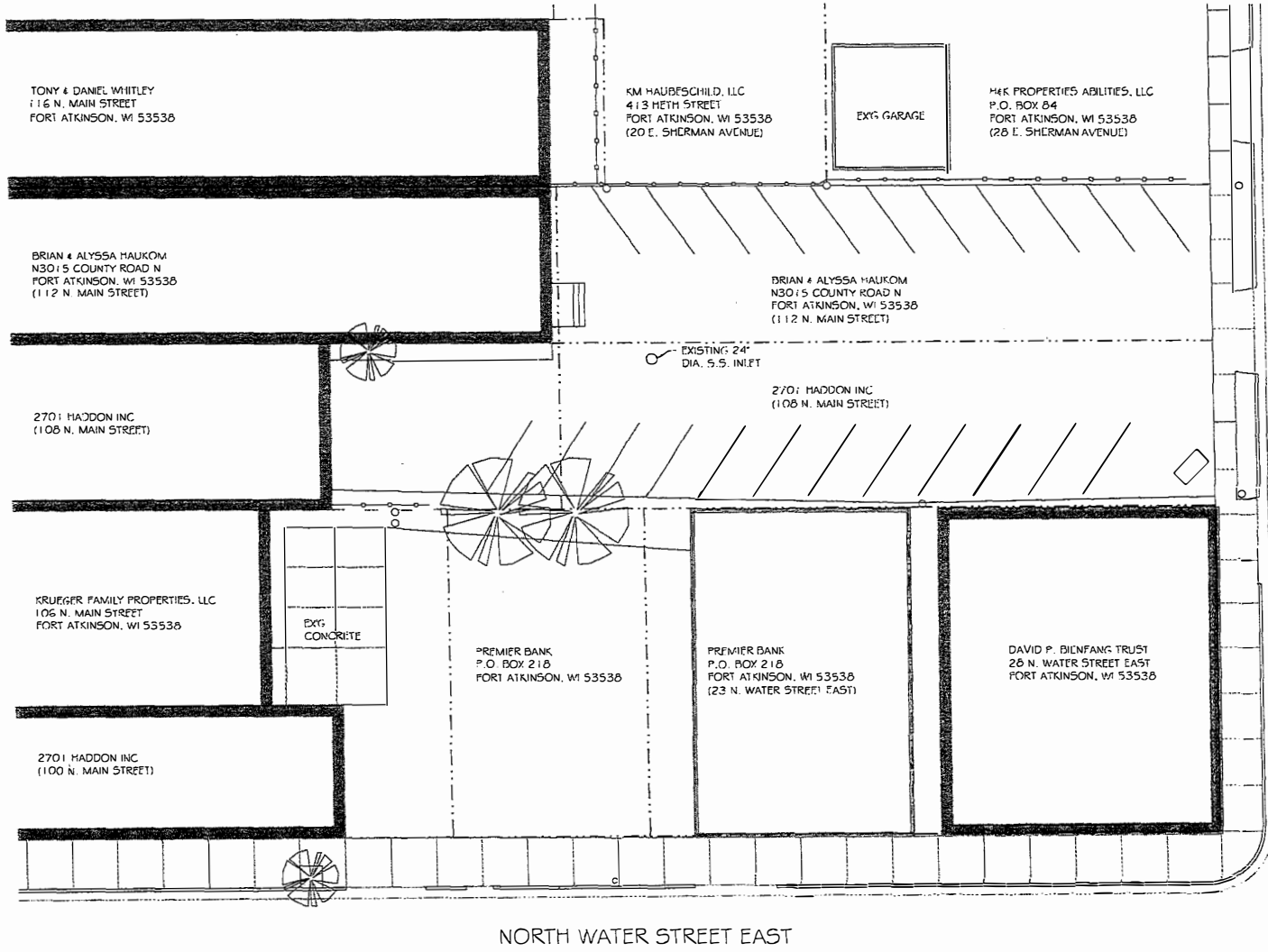
### PROJECT DATA

DATE	08/20/21
DRAWN BY	CLC
CHECKER BY	TFW
SHEET NO.	

SP-1

VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START

ALL DRAWINGS ARE 1/2 SCALE SHOWN  
PRELIMINARY NOT FOR CONSTRUCTION



**Design Alliance Architects, Inc.**  
1032 Madison Avenue  
Fort Atkinson, WI  
(920) 563-1002

**PREMIER BANK PARKING LOT**  
23 N. Water Street East  
Fort Atkinson, WI 53538

DRAWING NAMES	
EXISTING SITE PLAN	
REVISIONS	
1	6/28/2024
PROJECT DATA	
DATE:	9/13/2023
DRAWN BY:	CL, CJ
CHECKED BY:	P.W.
SHEET 110.	
SP-2	

EDWARD STREET

NORTH WATER STREET EAST

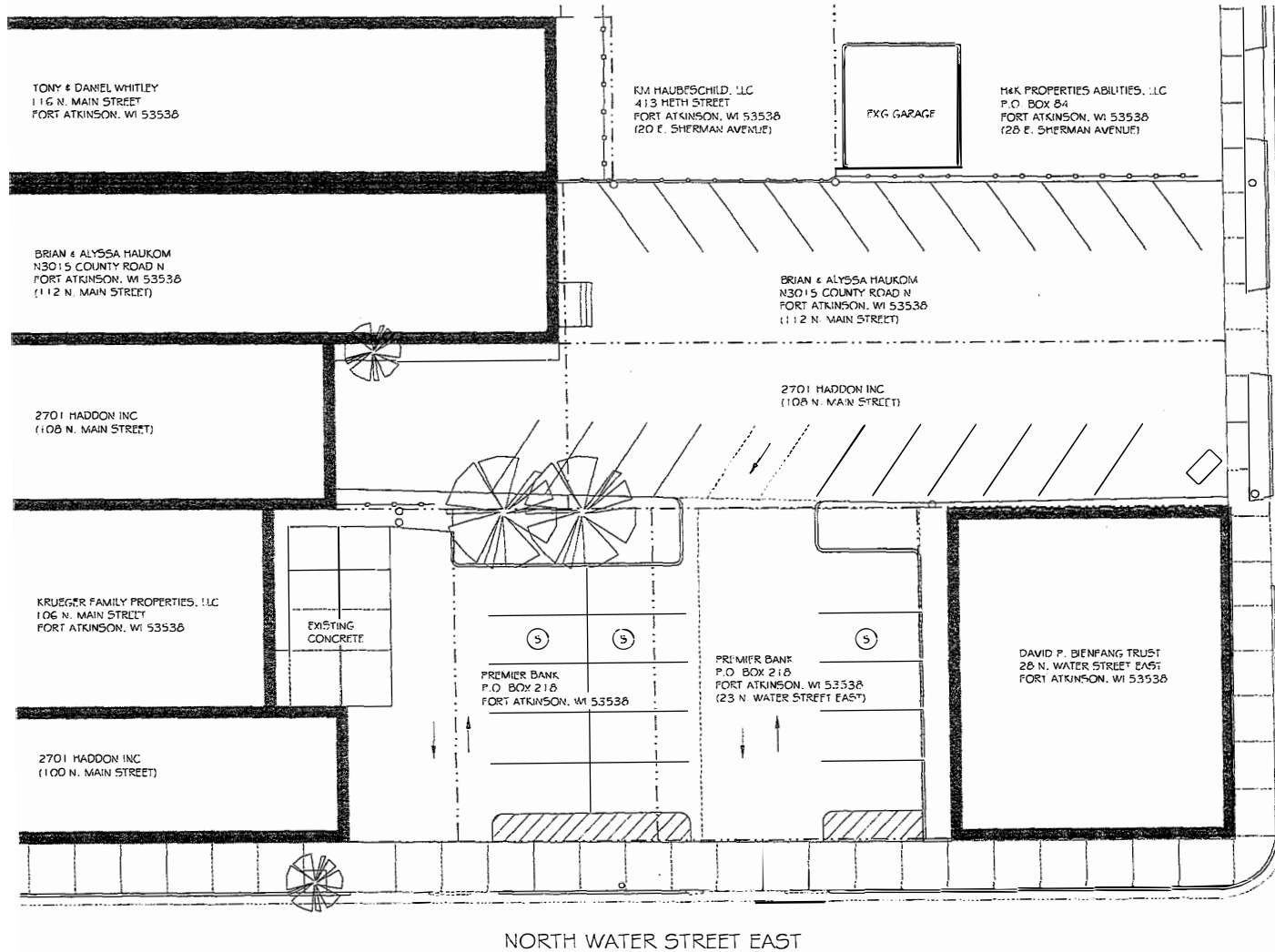


EXISTING SITE PLAN  
SCALE: 1" = 10'-0"  
DATE: 9/13/2023  
DRAWN BY: CL, CJ  
CHECKED BY: P.W.

2

VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START

ALL DRAWINGS ARE 1/2" SCALE SHOWN  
PRELIMINARY NOT FOR CONSTRUCTION



Design Alliance Architects, Inc.  
1003 Madison Avenue  
Fort Atkinson, WI  
(970) 568-1400

PREMIER BANK PARKING LOT  
23 N. Water Street East  
Fort Atkinson, WI 53536

DRAWING NAMES	
PROPOSED SITE PLAN	
REVISIONS	
1	02/20/24
PROJECT DATA	
DATE:	01/30/2023
DRAWN BY:	CL, CL
CHECKED BY:	P.W.
SHEET NO.	SP-3

PROPOSED SITE PLAN  
SCALE: 1" = 16' 0"  
2023/07/14/2023  
DATE: AUGUST 12, 2023







**CERTIFIED SURVEY MAP No. \_\_\_\_\_**

BEING A PART OF LOTS 7 AND 8 OF BLOCK 4 OF THE ORIGINAL PLAT OF FORT ATKINSON,  
LOCATED IN GOVERNMENT LOT 4 OF SECTION 3, T5N, R14E, CITY OF FORT ATKINSON,  
JEFFERSON COUNTY, WISCONSIN.

**SURVEYOR'S CERTIFICATE**

I, John C. Kannard, Professional Land Surveyor No. 2248, hereby certify:

That I have surveyed, divided, mapped this Certified Survey Map being a part of Lots 7 and 8 of Block 4 of the Original Plat of Fort Atkinson, located in Government Lot 4 of Section 3, T5N, R14E, City of Fort Atkinson, Jefferson County, Wisconsin, bounded and described as follows:

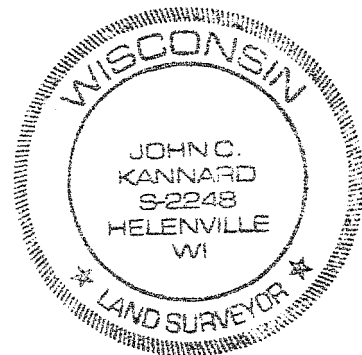
Commencing at the Mag Nail Monument that marks the Southwest corner of the NW 1/4 of said Section 3; Thence N00°08'37"E, along the West line of said NW 1/4, a distance of 1836.11 feet; Thence N89°49'50"E, along the Northerly Right of Way (R.O.W.) line of North Water Street East and said line extended, a distance of 146.70 feet, to a Found 3/4" Iron Rebar that marks the POINT OF BEGINNING of the lands to be described; Thence continue N89°49'50"E, along said Northerly R.O.W. line, a distance of 84.22 feet; Thence N00°18'30"W, a distance of 60.01 feet, to the Northerly line of Lot 8; Thence S89°50'04"W, along the North line of Lots 7 and 8, a distance of 84.11 feet, to a Found 3/4" Iron Rebar; Thence S00°12'02"E, a distance of 60.01 feet, to the POINT OF BEGINNING, containing 5,051 square feet or 0.116 acre of land, more or less.

Subject to all rights, reservations, restrictive covenants and easements of record.

I further certify that I have made this survey and map under the direction of Premier Bank, owner of said lands, and that this Certified Survey Map is a correct representation of the boundary surveyed and described and that I have complied fully with the provisions of Chapter 236.34 of the State of Wisconsin Statutes, and the subdivision regulations of the City of Fort Atkinson in surveying and mapping same.

Certified this 11th day of April, 2023

  
\_\_\_\_\_  
John C. Kannard, P.L.S. 2248



**CITY OF FORT ATKINSON APPROVAL:**

This Certified Survey Map is hereby approved by the City of Fort Atkinson.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Michelle Ebbert, City Clerk



## Zoning Text Amendment REPORT TO THE PLAN COMMISSION

**DATE:** March 10, 2026  
**PROPERTY ADDRESS:** N/A  
**PARCEL NUMBER:** N/A  
**OWNER:** N/A  
**APPLICANT:** City of Fort Atkinson

**FILE NUMBER:** ZTA-2026-01  
**EXISTING ZONING:** N/A  
**PROPOSED ZONING:** N/A  
**EXISTING LAND USE:** N/A  
**REQUESTED USES:** N/A

---

### BACKGROUND

The City of Fort Atkinson Zoning Ordinance Section 15.10.30 outlines the process for Zoning Text Amendments that reflects Wisconsin State Statutes Section 62.23(7)(d). Initiation of the request for amendments can come from a member of the public, Plan Commission, City Council, or City staff. This process requires an application (the proposed amendments), a public hearing before the Plan Commission, and action by both the Plan Commission and City Council.

---

### REQUEST OVERVIEW

The City completed a comprehensive Zoning Ordinance rewrite in 2020. Since adoption, City staff have applied the ordinance to all applicable projects and processes and find it is functioning well in advancing community goals, implementing the Comprehensive Plan, and providing clear direction and procedures for individual applications. As with any ordinance, refinements are necessary over time.

A Public Hearing is required for Zoning Text Amendments and has been adequately noticed per state statute requirements.

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### DISCUSSION

City staff have prepared the attached summary of proposed Zoning Text Amendments focused on Article IX: Signage. The proposed amendments would shift review and approval of Permanent Business Signs and Optional Miscellaneous Signs from the Plan Commission to administrative staff review, while retaining the existing Plan Commission review and approval process for Electronic Message Signs and signage located within the Downtown Historic Mixed Use (DHMU) zoning district.

The proposed changes are based on the recognition that Plan Commission review of many sign

types is an additional step, which may delay a property or business owner's sign project. Prior to Plan Commission consideration, staff has already worked with applicants to ensure full compliance with ordinance standards. As a result, Plan Commission review typically does not add new conditions or information once the ordinance requirements are met. In addition, the 2015 U.S. Supreme Court decision in *Reed v. Gilbert* requires sign regulations to be content-neutral, limiting review to objective factors such as location, materials, and configuration. When a sign meets these standards, the Plan Commission has no authority to further regulate its design or content.

The City intends to retain additional oversight where warranted. The DHMU zoning district is a highly sensitive area, and Electronic Message Signs have the potential to create external impacts on surrounding properties. Accordingly, the proposed amendments preserve the current Plan Commission review process for these sign types.

This approach is consistent with practices adopted by many Wisconsin communities to streamline sign permitting, reduce approval timelines, and promote a more business-friendly regulatory process while limiting discretionary review. The proposed amendments will result in a more efficient sign approval process, reduced potential for legal challenges, improved administrative efficiency, and continued heightened review for sensitive areas and unique sign types.

As the ordinance has been administered over the past several years, these amendments were identified as necessary improvements to the application and administration of the City's signage standards. City staff have also consulted with Vandewalle & Associates, the consultant who assisted with drafting the Zoning Ordinance, to ensure the proposed changes are consistent with the overall ordinance framework.

The primary policy change associated with the amendments is the shift of sign permit review and approval authority from the Plan Commission to City staff for most sign types, while retaining Plan Commission review for signage within the DHMU zoning district and for Electronic Message Signs. The City's Management Team has reviewed the proposed amendments, and all comments have been incorporated.

The Ordinance Committee recommended the City Council approve the proposed Zoning Text Amendments on February 3, 2026.

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**RECOMMENDATION**

City staff recommends the Plan Commission recommend the City Council approve the proposed Zoning Text Amendments as outlined in the attached Draft Ordinance.

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**ATTACHMENTS**

1. DRAFT ORDINANCE NO\_Sign approvals 3.10.26

ORDINANCE NO. \_\_\_\_

AN ORDINANCE TO AMEND SECTIONS OF CHAPTER 15 (ZONING CODE) OF THE CITY OF FORT ATKINSON CODE OF GENERAL ORDINANCES RELATING TO THE APPROVAL OF SIGNS LOCATED OUTSIDE THE DOWNTOWN HISTORIC MIXED USE (DHMU) DISTRICT

NOW THEREFORE, the City Council of the City of Fort Atkinson, Wisconsin, does hereby ordain as follows:

**Section 1.** Amends Sec. 15.09.05(1)(b)4. of the Zoning Ordinance to read as follows:

- “(4) Marquee Sign. A type of On-Building Sign that is mounted to a permanent roof-like structure that projects out from the exterior wall of a structure and shelters the entrance and/or entrance approaches to a building.
- (a) Sign copy shall be horizontally and vertically centered on the face(s) of the marquee.
  - (b) Marquee Signs must be finished and enclosed on both the top and bottom of the sign between the back of the sign face and the building façade.
  - (c) Marquee Signs must be a minimum of 6 feet deep and 16 feet wide.
  - (d) Letters displayed on a Marquee Sign must be a minimum of 10 inches tall.
  - ~~(e) Marquee Signs may only be approved through the Conditional Use Permit process. See Section 15.10.32”~~

**Section 2.** Amends Sec. 15.09.05(1)(d)4. of the Zoning Ordinance to read as follows:

- “(4) Order Board Sign. A type of Daily Notice Sign used only in conjunction with drivethrough or drive-in establishments.
- ~~(a) Order Board Signs shall require a Conditional Use Permit. The Conditional Use Permit application for a Drive-Through Sign is typically reviewed as a component of a Conditional Use Permit application for an In-Vehicle Sales and Service land use, but a Drive-Through Sign may be applied for as a distinct Conditional Use Permit.~~
  - ~~(b)~~(a) Order Board Signs shall be freestanding or mounted on the exterior wall of the building containing the use.
  - ~~(e)~~(b) Freestanding two-way microphone/speaker devices shall not count toward the maximum permitted area of the Order Board Sign.
  - ~~(d)~~(c) Order Board Sign audio components shall meet the noise standards set forth in Section 15.06.31 of the Zoning Ordinance.
  - ~~(e)~~(d) Order Board Sign lighting components shall meet the exterior lighting standards set forth in Section 15.06.20 of the Zoning Ordinance.”

**Section 3.** Creates Section 15.09.08(a)2. of the Zoning Ordinance to read as follows:

- “(a) Electronic Message Signs shall be permitted only with a nonresidential land use.
1. No more than one Electronic Message Sign shall be permitted per site.
  2. Electronic Message Signs may only be approved with a sign permit reviewed and approved by the Plan Commission.”

**Section 4.** Amends Section 15.09.11, Figure 15.09.11(1) of the Zoning Ordinance to read as follows:

“Figure 15.09.11(1): Permanent Business Sign Group

- A. Freestanding Sign Category  
Sign Permit Required and Approver Column  
Yes: For each new sign. P.C.City Staff approval.
- B. On-Building Sign Category  
Sign Permit Required and Approver Column  
Yes: For each new sign. P.C.City Staff approval.
- C. Pedestrian Sign Category  
Sign Permit Required and Approver Column  
Yes: For each new sign. P.C.City Staff approval.
- D. Daily Notice Sign Category 3. and 4.  
Sign Permit Required and Approver Column  
Yes: For each new sign. P.C.City Staff approval.  
  
Sign Area & Height Maximums for Zoning Districts column  
DHMU<sup>15</sup>

Footnotes Containing Additional Development Requirements:

- 4 Electronic Message Signs (of up to 50%of the sign area) are permitted for this Sign Type in nonresidential districts and requires Plan Commission approval prior to the issuance of a sign permit. See Section 15.09.08.
- 15 Any sign permitted within the DHMU zoning district shall require review and approval by the Plan Commission.”

Figure 15.09.11(1): Permanent Business Sign Group <sup>2</sup>

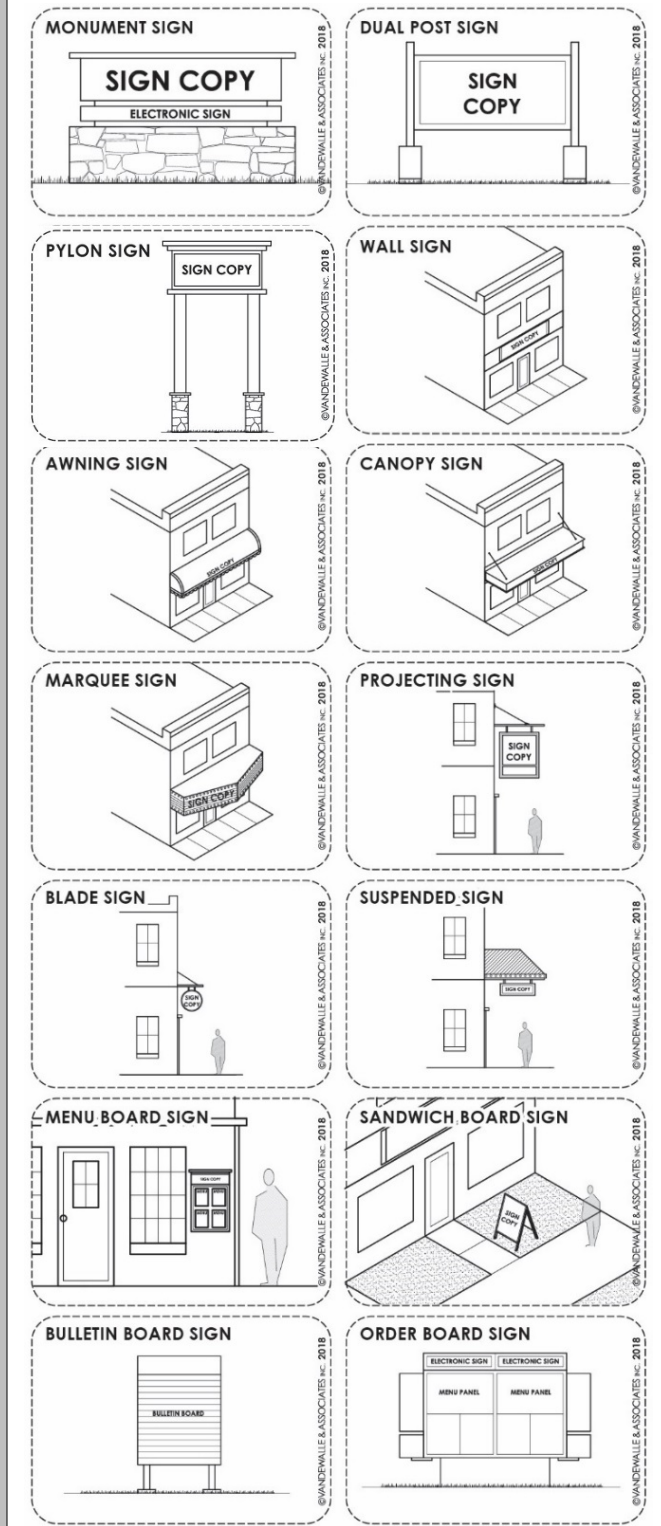
Sign Categories & Sign Types	Sign Permit Required and Approver	Number of Signs Allowed	Sign Locations Allowed	Sign Face Materials Allowed	Sign Lighting Allowed	Sign Area Formula	Sign Area & Height Maximums for Zoning Districts:					
							1 & 2 Family Residential	Multi-Family Residential	Non-Residential and Mixed-Use	Downtown		
<b>A. Freestanding Sign Category</b> <sup>1,2</sup> Choose 1 of the following Sign Types.												
1. Monument Sign <sup>1,2,4,6,11,13</sup>	Yes: For each new sign. P.C-City Staff approval.	1 sign per street frontage, plus 1 sign per lot with more than 200 feet of total street frontage	15' from the street curb face. <sup>9</sup>	Durable, all-weather materials in all districts. <sup>9,11</sup>	Standard. <sup>5,13</sup>	1 sf of sign area per 1 ft of street frontage or on-site parking	1 & 2 Family Residential	Multi-Family Residential	Non-Residential and Mixed-Use	Downtown		
2. Dual-Post Sign <sup>1,2,4,11,13</sup>							RH-35, SR-2, SR-3, SR-5, SR-7, MH-7, DR-8, TF-10	MRL-8, MRM-12, MRH-30	I, NMU, UMU, SMU, DPMU, BP, LI, MI, HI, IOS, IOC, AO, EX	DHMU <sup>15</sup>		
3. Pylon Sign <sup>2,6,14</sup>							Not allowed	50 sf area per frontage 6 ft height limit	128 sf area per frontage 6 ft height limit	Not allowed		
<b>B. On-Building Sign Category</b> <sup>1,2</sup> Choose 1 of the following Sign Types. Note: All On-Building Signs on the same building façade must be the same Type of Sign (1-5), below.												
1. Wall Sign <sup>1,2,6,7,8,12,13</sup>	Yes: For each new sign. P.C-City Staff approval.	1 sign per exterior wall not abutting residential use or zoning district, plus one sign per customer entry <sup>3</sup>	Sign shall not extend above parapet or fascia. Minimum overhang rules. <sup>8,9</sup> Sign may not project within 2 feet of curb	Durable, all-weather materials in all districts.	Standard <sup>12,13</sup> Gooseneck. Backlit,gooseneck <sup>13</sup> Standard. <sup>5</sup>	1 sf of sign area per 1 ft of building façade length <sup>3,7</sup>	1 & 2 Family Residential	Multi-Family Residential	Non-Residential and Mixed-Use	Downtown		
2. Awning Sign <sup>1,2,8</sup>							Not allowed	128 sf area	Per formula.			
3. Canopy Sign <sup>1,2,8</sup>							Not allowed	40 sf area	60 sf area	40 sf area		
4. Marquee Sign <sup>1,2,8</sup>							Not allowed	Not allowed	128 sf area			
5. Projecting Sign <sup>1,2,8</sup>							Not allowed	Not allowed				
<b>C. Pedestrian Sign Category</b> <sup>1,2</sup> Choose 1 of the following Sign Types. Note: All Pedestrian Signs on the same building façade must be the same Type of Sign (1-2), below.												
1. Blade Sign <sup>1,2,8</sup>	Yes: For each new sign. P.C-City Staff approval.	1 for each customer entrance.	Minimum overhang rules. <sup>8,9</sup>	Durable, all-weather materials in all districts.	Gooseneck.	None. Use max area.	1 & 2 Family Residential	Multi-Family Residential	Non-Residential and Mixed-Use	Downtown		
2. Suspended Sign <sup>1,2,8</sup>							Not allowed	16 sf area	10 sf area	10 sf area		
<b>D. Daily Notice Sign Category</b> <sup>1,2</sup>												
1. Menu Board Sign <sup>1,2</sup>	Yes: For each new sign. City Staff approval. Yes: For each new sign. P.C-City Staff approval.	1 for each business.	Within 10 ft of customer entrance. <sup>9,12</sup> 15' from the street curb face. <sup>9,12</sup> Drive-thru <sup>10,12</sup>	Durable, all-weather materials in all districts.	Internal. Ambient only. Internal. Standard. <sup>5</sup>	None. Use max area.	1 & 2 Family Residential	Multi-Family Residential	Non-Residential and Mixed-Use	Downtown		
2. Sandwich Board Sign <sup>1,2</sup>							Not allowed	8 sf area	6 sf area / 3 ft height / 2 ft width			
3. Bulletin Board Sign <sup>1,2</sup>							Not allowed	10 sf area	8 ft height			
4. Order Board Sign <sup>1,2,10</sup>							Not allowed	48 sf area	8 ft height <sup>10</sup>			

**Footnotes Containing Additional Development Requirements:**

- 1 Refer to Section 15.09.05 for definitions and rules for each Sign Category (lettered), and each Sign Type (numbered).
- 2 Available to land uses identified in Section 15.03.05. No signs are permitted in the Conservancy Zoning District.
- 3 The number of permitted on-building signs may be transferred from one wall to another, but the total combined sign area of all signs on the receiving wall shall still be limited by its length ratio of said wall.
- 4 Electronic Message Signs (of up to 50% of the sign area) are permitted for this Sign Type in nonresidential districts and requires Plan Commission approval prior to the issuance of a sign permit. See Section 15.09.08.
- 5 "Standard" means the following forms of sign lighting: ambient, backlit, internal, and gooseneck.
- 6 Group Development Signs may be up to 50% larger in area and 2 feet taller in height. See Section 15.09.10.
- 7 Every business shall be guaranteed a minimum of 40 square feet of Wall Sign area, regardless of the business's actual building façade length.
- 8 Bottom of sign shall be a min. of 14 feet above a drive, alley, street, parking space or other vehicle surface; a min. of 8 feet above a sidewalk, patio, or other ground-level surface; and a maximum 3 feet from the building. Wall Signs shall not project more than 12 inches horizontally beyond the edge of any wall or other surface to which they are mounted.
- 9 Sign must be located on-site and must not be located within any street right-of-way (which includes the entire public sidewalk and street terrace area) without a permit from the City Engineer. Off-premise Freestanding Signs are prohibited.
- 10 Order Board Signs shall conform to the location requirements for Drive-Through and In-Vehicle Sales or Service land uses. See Section 15.03.10(10). A maximum total of 96 sf of total Order Board Signs is permitted per business.
- 11 Sign must be designed of materials complementary to and harmonious with the building and site, and must be closely integrated with site landscaping.
- 12 Signs shall only be located on a public sidewalk or private walkway that is a minimum 6 feet wide and shall only be displayed during the hours of operation for the on-site land use.
- 13 Any internal illuminated sign must have opaque cabinet fields and a translucent message.
- 14 New Pylon Signs are only permitted in the Suburban Mixed-Use District. Existing Pylon Signs are permitted as legal nonconforming signs per the requirements of Section 15.09.35.
- 15 Any Sign permitted within the DHMU zoning district shall require review and approval by the Plan Commission.

Abbreviations: ft = feet max = maximum min = minimum sf = square feet C.U.P. = Conditional Use Permit P.C. = Plan Commission

**Example Sign Diagrams:**



**Section 5.** Amends Section 15.09.11, Figure 15.09.11(3) of the Zoning Ordinance to read as follows:

“Figure 15.09.11(3): Permanent Miscellaneous Sign Group

B. Optional Miscellaneous Sign Category

Sign Permit Required and Approver column

Yes: For each new sign. ~~P.C.~~City Staff approval.

Number of Signs Allowed column

1 per site ~~with a C.U.P.~~

Sing Area & Height Maximums for Zoning Districts column

DH MU ~~15~~

Footnotes Containing Additional Development Requirements:

5 An Electronic Message Sign (of up to 50% of the sign area) is permitted for Institutional Information Signs ~~and requires Plan Commission approval prior to the issuance of a sign permit. See Section 15.09.08. that are not located in or have a screen visible within 100 feet of a residential Zoning District.~~

11 Any Optional Miscellaneous Sign permitted within the DH MU zoning district shall require review and approval by the Plan Commission.”

Figure 15.09.11(3): Permanent Miscellaneous Sign Group <sup>2</sup>

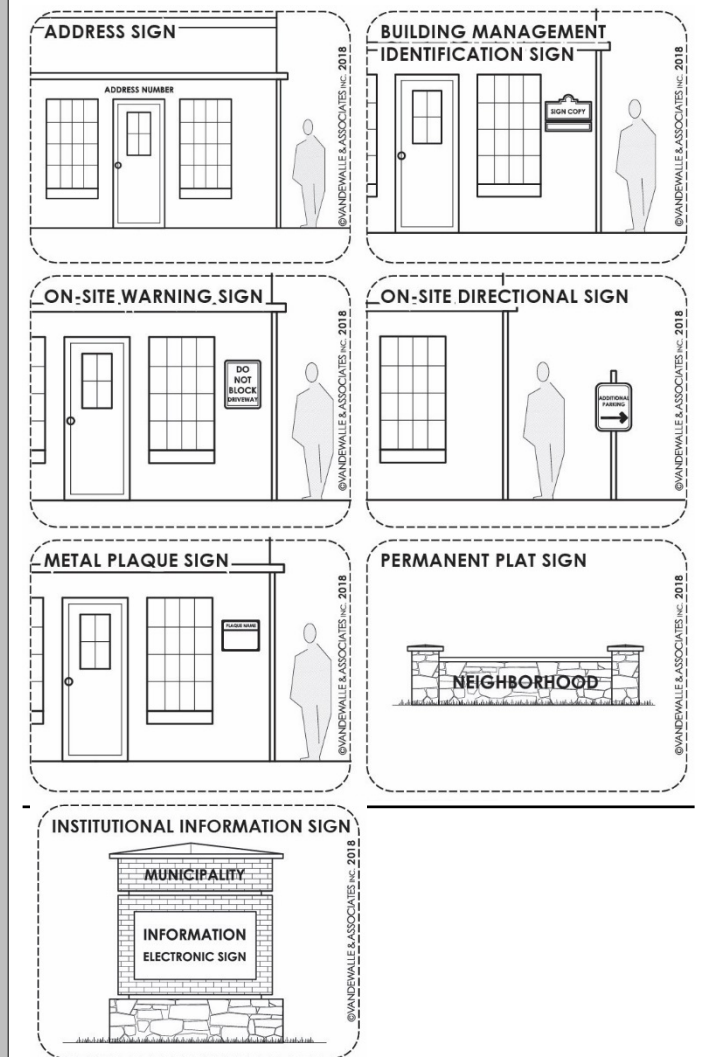
Sign Categories & Sign Types	Sign Permit Required and Approver	Number of Signs Allowed	Sign Locations Allowed	Sign Face Materials Allowed	Sign Lighting Allowed	Sign Area Formula	Sign Area & Height Maximums for Zoning Districts:			
							1 & 2 Family Residential	Multi-Family Residential	Non-Residential and Mixed-Use	Downtown
							RH-35, SR-2, SR-3, SR-5, SR-7, MH-7, DR-8, TF-10	MRL-8, MRM-12, MRH-30	I, NMU, UMU, SMU, DPMU, BP, LI, MI, HI, IOS, IOC, AO, EX	DHMU <sup>11</sup>
<b>A. City-Required Sign Category</b> <sup>1, 2, 6</sup>										
1. Address Sign <sup>1, 2, 6</sup>	No. Sign Permit not required.	1 per address. <sup>6, 9</sup>	On-building, and visible from street.	Any durable, all-weather material.	Ambient only.	None needed. Use max sign area limit. →	4 sf max area 6 ft max mounted height			
2. Building Management Identification Sign <sup>1, 2, 6</sup>	Yes. For each new sign. Staff approval		On-building, and next to main entry. <sup>8</sup>				4 sf max area 6 ft max mounted height			
3. On-Site Warning Sign <sup>1, 2, 6</sup>		On-building, or freestanding. <sup>6</sup>	6 sf max area 4 ft max post mounted height 6 ft max building or fence height							
4. On-Site Directional Sign <sup>1, 2, 6, 10</sup>			6 sf max area <sup>10</sup> 4 ft max post mounted height 6 ft max building or fence height							
<b>B. Optional Miscellaneous Sign Category</b> <sup>1, 2, 6</sup>										
1. Metal Plaque Sign <sup>1, 2</sup>	Yes. For each new sign. <b>P.C.-City Staff</b> approval.	Up to 3 per historic building, property, or district.	On-building <sup>8</sup> or freestanding. <sup>6</sup>	Bronze, aluminum, or stainless steel.	Standard. <sup>7</sup>	None. Needed. Use max sign area limit. →	6 sf max area 6 ft max height			
2. Permanent Plat Sign <sup>1, 2, 3, 6</sup>		As approved per the final plat.	Sign setback shall be at least max. sign height. <sup>6, 9</sup>	Any durable, all-weather material.	Standard. <sup>5, 7</sup>		10 sf per 100 ft of lot frontage	100 sf max area 6 ft max height	128 sf max area 6 ft max height	
3. Institutional Information Sign <sup>1, 2, 4, 5, 6</sup>		1 per site <b>with a C.U.P.</b>	Freestanding with minimum 15 ft setback. <sup>6, 9</sup>			Not allowed.	128 sf max area 6 ft max height	Not allowed.		

**Footnotes Containing Additional Development Requirements:**

- 1 Refer to Section 15.09.05 for definitions and rules for each Sign Category (lettered), and each Sign Type (numbered).
- 2 Available to all land uses in Section 15.03.05., other than Institutional Information Signs. No signs are permitted in the Conservancy Zoning District.
- 3 Permanent Plat Signs shall be located within a platted outlot or within a permanent sign easement. See Section 15.09.05(3)(b)2.
- 4 Institutional Information Signs are only allowed for Institutional land uses as determined by the Zoning Administrator.
- 5 An Electronic Message Sign (of up to 50% of the sign area) is permitted for Institutional Information Signs **and requires Plan Commission approval prior to the issuance of a sign permit that are not located in or have a screen visible within 100 feet of a residential Zoning District. See Section 15.09.08**
- 6 Sign must be located on-site and must not be located within any street right-of-way (which includes the entire public sidewalk and street terrace area) or vision triangle.
- 7 "Standard" means the following forms of sign lighting: ambient, backlit, internal, and gooseneck.
- 8 On-building signs must be located within 10 feet of building's main entrance.
- 9 Additional Address and Building Management Identification Signs are allowed on each public right-of-way facing side of a property (corner lots).
- 10 May also include either the name, logo, or symbol of the destination, provided that the name, logo, or symbol is less than 1 square foot.
- 11 **Any Optional Miscellaneous Sign permitted within the DHMU zoning district shall require review and approval by the Plan Commission.**

Abbreviations: ft = feet max = maximum min = minimum sf = square feet C.U.P. = Conditional Use Permit P.C. = Plan Commission

**Example Sign Diagrams:**



**Section 6.** Amends Section 15.09.27 of the Zoning Ordinance to read as follows:

“(1) Applicability.

- ~~(a) — No Freestanding Sign listed under Section 15.09.05(1)(a), On-Building Sign listed under Section 15.09.05(1)(b), Pedestrian Sign listed under Section 15.09.05(1)(c), Bulletin Board or Order Board Sign under Section 15.09.05(1)(d), or Optional Miscellaneous Sign under Section 15.09.05(3)(b) shall be erected, installed, or constructed without approval from the City of Fort Atkinson Plan Commission.~~
- ~~(b) — No Menu Board or Sandwich Board Signs listed under Section 15.09.05(1)(d) or Building Management Identification Sign, On-Site Warning Sign, or On-Site Directional Sign listed under Section 15.09.05(3)(a), shall be erected, installed, constructed, or maintained without the granting of a permit from the Zoning Administrator in accordance with the provisions of this Section.~~
- ~~(a) — No Sign that requires city staff approval in Section 15.09.11 shall be erected, installed, or constructed without the granting of a permit from the Zoning Administrator in accordance with the provisions of this Section.~~
- ~~(b) — No Sign permitted in the DHMU zoning district in Section 15.09.11 shall be erected, installed, or constructed without approval from the City of Fort Atkinson Plan Commission.~~
- ~~(c) — No Electronic Message Sign (Section 15.09.08) shall be erected, installed, or constructed without approval from the City of Fort Atkinson Plan Commission.~~
- ~~(e)(d)~~ For signs requiring a permit in Subsection (a)-(c), above, this Section shall apply and be construed to require a permit for a change of copy on any sign or for any conversions or changes in the sign structure.
- ~~(d)(e)~~ This Section shall not apply to repainting or re-facing with the same sign copy, cleaning, repair, or other normal maintenance of the sign or sign structure.
- ~~(e)(f)~~ No new permit is required for signs which are in place as of the effective date this Chapter, and such signs may remain as legal nonconforming signs. Any alteration or relocation of such signs shall conform to the requirements of this Chapter. Refer to Section 15.09.35 for rules pertaining to nonconforming signs.
- ~~(f)(g)~~ Any sign permit granted hereunder shall not be assigned or transferred to any other sign, including a modified sign face or modified sign structure.
- ~~(g)(h)~~ The owner or tenant may request all such signs at one site be included under one permit.

(2) Review Authority

- ~~(a) — The Plan Commission shall review all Freestanding, On-Building, Pedestrian, Bulletin Board, Order Board, or Optional Miscellaneous Signs, all signs accompanying changes in use or new use which must receive approval of a zoning permit, and all proposed signs which would require approval of a~~

~~Group Development for a site or sites which will have more than one sign viewed together as part of a group of signs. This may be required with a zoning permit for change of use or a sign permit.~~ All signs which require approval of a sign permit by the Zoning Administrator or Plan Commission shall be reviewed according to the following evaluation factors:

1. Conformance to the zoning and sign code
2. Minimization of conflict with vehicular or pedestrian circulation
3. Compatibility with the building characteristics, adjacent uses, and adjacent signs.
4. Compatibility with the specific physical site conditions which warrant approval of the proposed sign.
5. Materials and maintenance aspects.
6. Legibility and visual clarity.

~~(b) At the discretion of the Zoning Administrator, any sign permit may be required to obtain Plan Commission approval if it cannot reasonably be determined if the evaluation factors above in (2)(a) or the standards in the basis for granting a sign permit in (5) below are met by the sign application.~~

~~(b)(c) The Plan Commission may grant special exception to this Article upon demonstration of due cause. Every applicant for a special exception to the sign district requirements shall submit a written statement to the Plan Commission which explains the reason for the request and how it meets the evaluation factors.”~~

**Section 7.** Effective Date. This ordinance shall take effect on after passage, publication, and attestation as required by law.

Enacted by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin, this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**Fort Atkinson City Council**

\_\_\_\_\_  
**Kyle Jaeckel, President**

ATTEST:

\_\_\_\_\_  
Michelle Ebbert, City Clerk/Treasurer/Finance Director



## Preliminary CSM Review REPORT TO THE PLAN COMMISSION

**DATE:** March 10, 2026  
**PROPERTY ADDRESS:** 1310 Campus Dr.

**PARCEL NUMBER:** 226-0614-3323-015  
**OWNER:** Tip of the Spear LLC  
**APPLICANT:** Tip of the Spear LLC

**FILE NUMBER:** CSM-2026-03  
**EXISTING ZONING:** Planned Unit  
Development  
**PROPOSED ZONING:** No Change  
**EXISTING LAND USE:** Vacant  
**REQUESTED USES:** No change requested

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### BACKGROUND

Sections 70.05.04 and 70.06.03 of the City of Fort Atkinson Land Division and Development Ordinance outline the requirements for the Plan Commission and City Council to review and approve the Certified Survey Map (CSM) to ensure conformance with all ordinances and plans.

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### REQUEST OVERVIEW

Property owner Tip of the Spear LLC has requested approval of a two-lot Certified Survey Map (CSM) for the parcel located at 1310 Campus Drive. The purpose of the CSM is to divide the existing 5.39-acre property into two separate developable lots. Proposed Lot 1 will have frontage along Campus Drive and Hawthorne Drive and will contain approximately 3.587 acres. Proposed Lot 2 will have frontage along Banker Road and will contain approximately 1.7995 acres.

### CSM Review:

There are two access easements shown between Lots 1 and 2 on the CSM. One easement provides a limited access point across Lot 1 to serve Lot 2, while a second, larger easement grants more substantial access rights across Lot 1 for the benefit of Lot 2. The original intent of these easements was to provide a potential access connection to the high school through Lot 1 for the benefit of Lot 2.

City staff reviewed the proposed easements and identified concerns that the larger easement across Lot 1 could discourage future development of that parcel. Specifically, a future purchaser of Lot 1 would be required to allow residents or users of Lot 2 to access a portion of their private property, which could reduce the parcel's marketability.

The applicant acknowledged similar concerns. While shared access between the two parcels

could provide mutual benefit, the applicant agreed that establishing permanent easements at this stage could create complications for future development. The applicant indicated it would be preferable for the eventual developers or property owners of each parcel to determine any necessary easement arrangements privately and voluntarily at a later time.

The applicant has stated that the access easements will not be included on the Final CSM and supports including the removal of the easements as a condition of approval.

The existing parcel is currently zoned Planned Unit Development (PUD) with an underlying zoning designation of Multi-Family Residential-30 (MRH-30). In order for the CSM to be approved, each of the proposed lots must meet the dimensional standards of the underlying MRH-30 zoning district.

**Lot 1**

Bulk Regulation	MRH-30 Standard	Proposed Parcel Dimensions
Minimum Lot Area	20,000 sf	156,249 sf (3.587 acres)
Minimum Lot Width	100 feet	367 feet
Minimum Lot Depth	120 feet	659 feet
Minimum Lot Frontage at ROW	50 feet	1000+ feet

**Lot 2**

Bulk Regulation	MRM-30 Standard	Proposed Parcel Dimensions
Minimum Lot Area	20,000 sf	78,385 sf (1.7995 acres)
Minimum Lot Width	100 feet	207 feet
Minimum Lot Depth	120 feet	410 feet
Minimum Lot Frontage at ROW	50 feet	188 feet

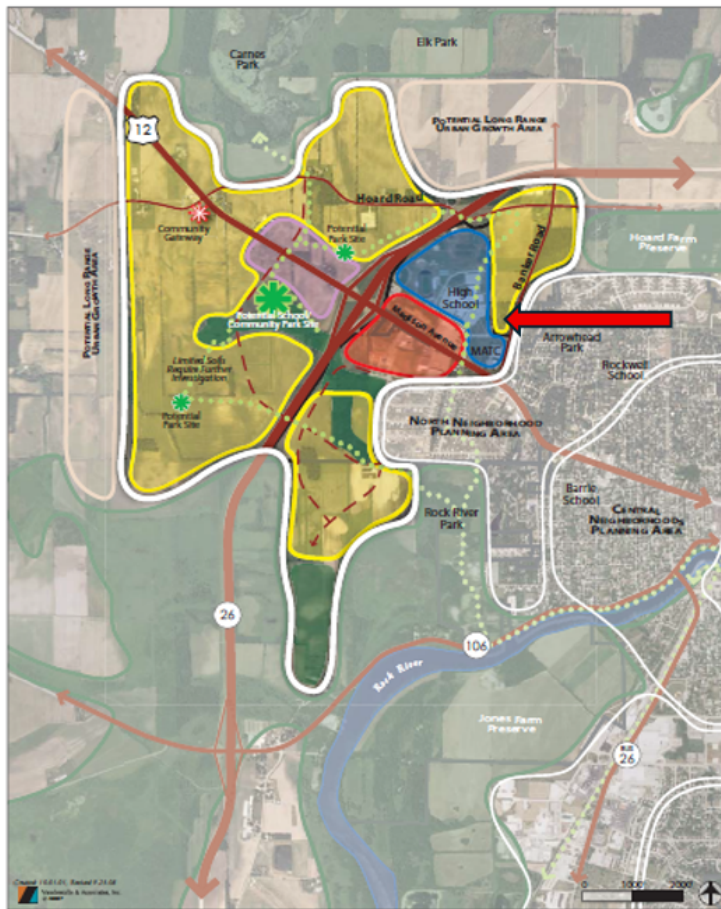
**Comprehensive Plan Review:**

The current parcel is in the Northwest Quadrant Planning Area. The City of Fort Atkinson Comprehensive Plan's Future Land Use Map shows this area as Planned Neighborhood.

# NORTHWEST QUADRANT PLANNING AREA

FIGURE: 2.12

CITY OF FORT ATKINSON  
FUTURES OPEN HOUSE



City Staff believe the current and proposed parcels are and will remain in concert with the City's Comprehensive Plan.

Public Notice is not required.

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## DISCUSSION

The property owner has submitted a request to divide the existing parcel located at 1310 Campus Drive into two separate parcels through a Certified Survey Map (CSM). The property is currently governed by an approved Planned Unit Development (PUD), including a General Development Plan (GDP) and Specific Implementation Plan (SIP), which were approved by the Plan Commission and City Council in 2023.

Under the PUD framework, the GDP establishes the general zoning and development parameters for the site, while the SIP provides the detailed site design and implementation elements. While these approvals do not have a formal expiration date, modifications to the approved plans may require amendments depending on the nature and scale of the proposed changes.

The proposed land division would modify the existing lot configuration and reduce the total acreage associated with the approved development area from approximately 5.39 acres to 3.58 acres. Changes of this nature may affect several components of the previously approved development, including stormwater management, overall site density, and the ratios of building coverage and impervious surface area.

Due to the potential magnitude of these impacts, the proposed land division is considered a substantial change to the previously approved PUD plans. As a result, an amendment to the Specific Implementation Plan (SIP) will be required to evaluate how the revised parcel configuration affects the approved development layout and associated infrastructure. In addition, if the proposed lot division results in development ratios that exceed those permitted under the underlying Multi-Family Residential-30 (MRH-30) zoning district, an amendment to the General Development Plan (GDP) may also be required.

Because the GDP functions similarly to a zoning map amendment within the PUD framework, any amendment to the GDP would require review and recommendation by the Plan Commission and final consideration by the City Council.

Overall, the proposed CSM meets the requirements of the City's Land Division and Development Ordinance and the Dimensional Standards of the City's Zoning Ordinance. The CSM would also create an additional parcel that would be developable into additional residential units.

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## **RECOMMENDATION**

Staff recommends that the Plan Commission recommend the City Council approve this preliminary Certified Survey Map, subject to the following conditions:

- Adjust the final CSM to reflect City Council President Kyle Jaeckel under the City of Fort Atkinson Approval Certificate.
- Remove access easements from the Final CSM; noted as 7 and 8 in the Easement Notes of the submitted CSM.

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## **ATTACHMENTS**

1. Tip of the Spear CSM\_2-26-2026
2. Application\_Redacted

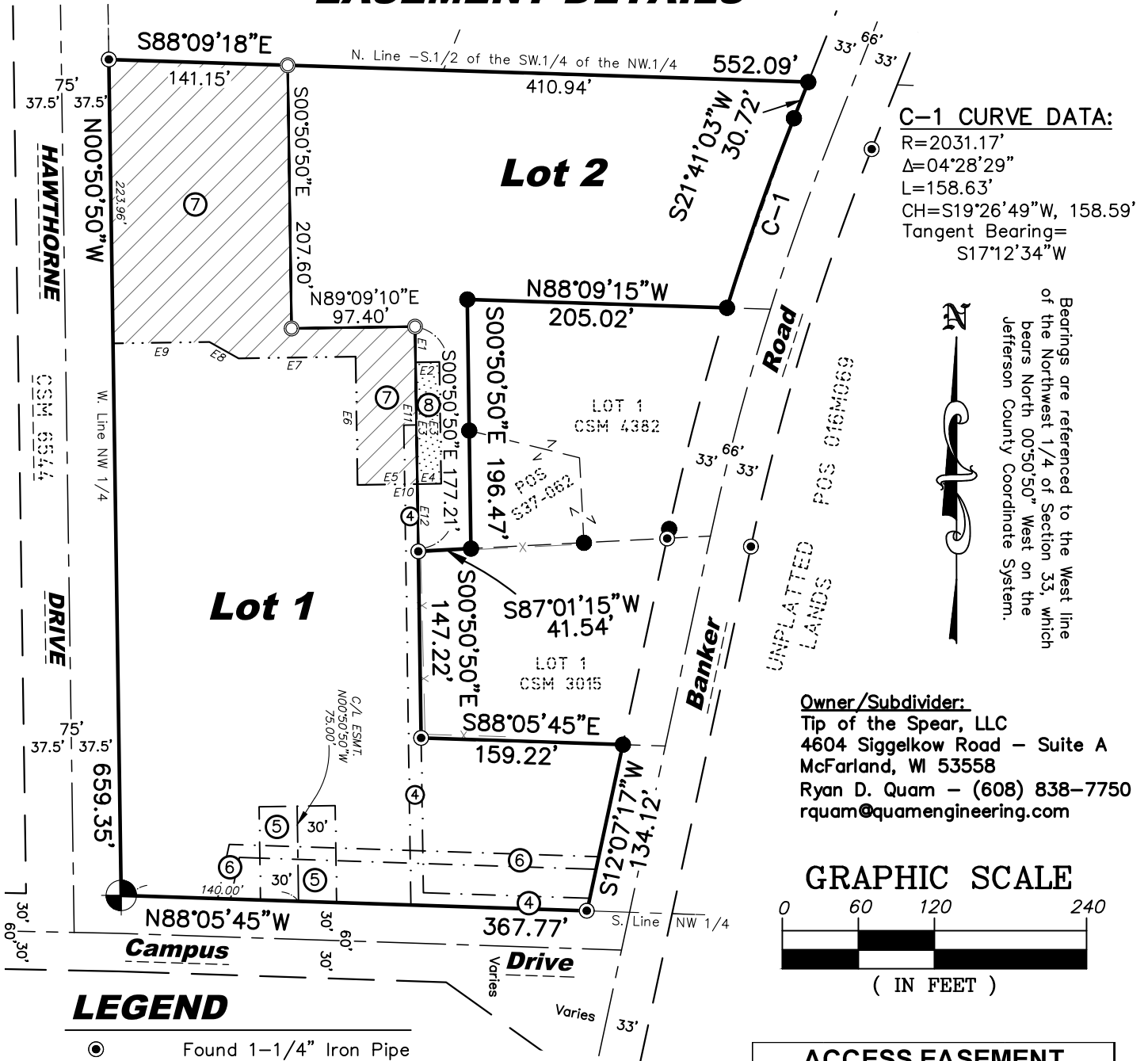


Drawn By: MEH  
Project # MC-37-20

# JEFFERSON COUNTY CERTIFIED SURVEY MAP #

**Lot 1 of CSM 6439, being a part of the SW 1/4 of the NW 1/4 of Section 33,  
T6N., R14E., City of Fort Atkinson, Jefferson County, Wisconsin.**

## EASEMENT DETAILS

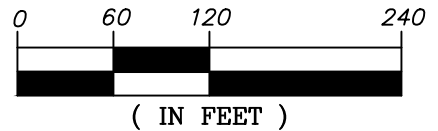


**C-1 CURVE DATA:**  
R=2031.17'  
Δ=04°28'29"  
L=158.63'  
CH=S19°26'49"W, 158.59'  
Tangent Bearing=  
S17°12'34"W

Bearings are referenced to the West line of the Northwest 1/4 of Section 33, which bears North 00°50'50" West on the Jefferson County Coordinate System.

**Owner/Subdivider:**  
Tip of the Spear, LLC  
4604 Siggelkow Road - Suite A  
McFarland, WI 53558  
Ryan D. Quam - (608) 838-7750  
rquam@quamengineering.com

### GRAPHIC SCALE



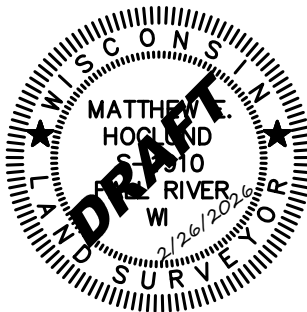
### LEGEND

- Found 1-1/4" Iron Pipe
- Found 3/4" Rebar, Unless Noted
- 3/4" by 24" Iron Rebar Set Weighing 1.5 lbs./ft.
- Boundary Line
- Existing R/W Line
- Platted Lot Line
- Sectional Subdivision Line
- Street Centerline
- Existing Easement Line
- Access Easement Line

### EASEMENT NOTES:

- ④ 10' W.E.P.CO. Easement per Doc. 943328
  - ⑤ 60' City of Fort Atkinson sanitary sewer, watermain & storm sewer Easement per Doc. 979516
  - ⑥ 10' W.E.P.CO. & Wis. Tel. Co. Easement per Vol. 479, P. 619
- The above easements 4 and 6 are in the process of being Released by separate instrument.
- ⑦ Access Easement for the benefit of Lot 2 to be conveyed by separate instrument. (CROSS Hatched)
  - ⑧ Access Easement for the benefit of Lot 1 to be conveyed by separate instrument. (DOT Hatched)

ACCESS EASEMENT		
ID	BEARING	LENGTH
E1	S00°50'50"E	28.18'
E2	N89°09'10"E	18.80'
E3	S00°50'50"E	96.00'
E4	S89°09'10"W	18.80'
E5	S89°09'10"W	47.20'
E6	N00°50'50"W	101.18'
E7	S89°09'10"W	92.30'
E8	N60°43'15"W	26.44'
E9	S89°09'10"W	76.03'
E10	S89°09'10"W	66.00'
E11	S00°50'50"E	124.18'
E12	S00°50'50"E	53.03'



C.S.M. No. \_\_\_\_\_

Doc. No. \_\_\_\_\_

Vol. \_\_\_\_\_ Page \_\_\_\_\_

Drawn By: MEH  
Project # MC-37-20

# JEFFERSON COUNTY CERTIFIED SURVEY MAP # \_\_\_\_\_

**Lot 1 of CSM 6439, being a part of the SW 1/4 of the NW 1/4 of Section 33,  
T6N., R14E., City of Fort Atkinson, Jefferson County, Wisconsin.**

## SURVEYOR'S CERTIFICATE:

I, Matthew E. Hoglund, Professional Land Surveyor, do hereby certify to the best of my knowledge and belief, that I have surveyed, divided, and mapped the following Certified Survey being Lot 1 of Jefferson County Certified Survey Map No. (CSM) 6439, recorded as Document No. 1480854 of Jefferson County Records, being a part of the Southwest one-quarter of the Northwest one-quarter of Section 33, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin.

The above-described parcel contains 234,634 square feet or 5.3865 acres, more or less, and is subject to all easements and agreements, if any, of record and/or fact.

I further certify, to the best of my knowledge and belief, that this map is a correct representation of all exterior boundaries of the land surveyed and the subdivision thereof made; that I have made such survey, land division, and map by the direction of Ryan Quam of Tip of the Spear, LLC, the owner of said land; that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes and the Land Division Ordinance of the City of Fort Atkinson in surveying, dividing, and mapping the same.

Dated this 26th day of February, 2026.



Quam Engineering, LLC  
By: Matthew E. Hoglund  
P.L.S. S-1910

## OWNER'S CERTIFICATE:

Tip of the Spear, LLC, a Wisconsin Limited Liability Company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said Company caused the land described on this Certified Survey Map to be surveyed, divided, mapped, and dedicated as represented on this Certified Survey Map. Tip of the Spear, LLC does also certify that this Certified Survey Map is required to be submitted to the City of Fort Atkinson for approval.

IN WITNESS WHEREOF, the said Tip of the Spear, LLC, has caused these presents to be signed by  
Ryan D. Quam, Member, at \_\_\_\_\_, Wisconsin, on this \_\_\_\_\_, day of  
\_\_\_\_\_, 20\_\_.

In the presence of: \_\_\_\_\_  
Ryan D. Quam, Member

STATE OF WISCONSIN)  
COUNTY DANE) SS

Personally came before me this \_\_\_ day of \_\_\_\_\_, 20\_\_, Ryan D. Quam, of the above named Company, to me known to be the person who executed the foregoing instrument, and to me known to be a Member of said Company and acknowledged that he executed the foregoing instrument as such officer as the deed of said company, by its authority.

(Notary Seal) \_\_\_\_\_ Notary Public, \_\_\_\_\_, Wisconsin

My commission expires \_\_\_\_\_.

C.S.M. No. \_\_\_\_\_  
Doc. No. \_\_\_\_\_  
Vol. \_\_\_\_\_ Page \_\_\_\_\_

Drawn By: MEH  
Project # MC-37-20

# JEFFERSON COUNTY CERTIFIED SURVEY MAP # \_\_\_\_\_

**Lot 1 of CSM 6439, being a part of the SW 1/4 of the NW 1/4 of Section 33,  
T6N., R14E., City of Fort Atkinson, Jefferson County, Wisconsin.**

## CONSENT OF CORPORATE MORTGAGEE:

Lake Ridge Bank, a bank duly organized and existing under and by virtue of the laws of the State of Wisconsin, as mortgagee of the above-described land, does hereby consent to the surveying, dividing, mapping, and dedication of the land described on this Certified Survey Map, and does hereby consent to the above certificate of Tip of the Spear, LLC, owner.

IN WITNESS WHEREOF, the said Lake Ridge Bank has caused these presents to be

signed by its authorized representative listed below at \_\_\_\_\_, Wisconsin and its corporate seal affixed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

STATE OF WISCONSIN)  
\_\_\_\_\_ COUNTY) SS

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
\_\_\_\_\_, its \_\_\_\_\_ of the above named corporation, to me known to be the person(s) who executed the foregoing instrument, and to me known to be such authorized representative of said corporation, and acknowledged that \_\_\_\_\_ executed the foregoing instrument as such officer as the deed of said corporation, by its authority.

(Notary Seal) \_\_\_\_\_ Notary Public, \_\_\_\_\_, Wisconsin

My commission expires \_\_\_\_\_.

## CITY OF FORT ATKINSON APPROVAL CERTIFICATE:

Resolved, that this Certified Survey Map, Tip of the Spear, LLC, owner, is hereby approved by the City Council.

Date: \_\_\_\_\_ Approved \_\_\_\_\_  
Davin Lescohier - Council President

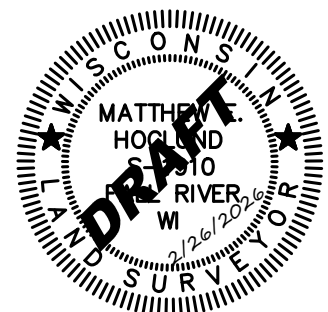
I hereby certify that the foregoing is a copy of a Resolution adopted by the City Council of the City of Fort Atkinson.

Date: \_\_\_\_\_ Signed \_\_\_\_\_  
Michelle Ebbert - City Clerk

## REGISTER OF DEEDS CERTIFICATE:

Received for recording this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at  
\_\_\_\_\_ o'clock \_\_M. and recorded as Certified Survey Map  
No. \_\_\_\_\_ as Document No. \_\_\_\_\_.

Staci M. Hoffman, Jefferson County Register of Deeds





City of Fort Atkinson  
City Manager's Office  
101 N. Main Street  
Fort Atkinson, WI 53538

### City of Fort Atkinson Certified Survey Map Application

This form is designed to be used by the Applicant as a guide to submitting a complete application for review of a Certified Survey Map by the City to process the application.

APPLICANT Name, company, and client (if applicable): Ryan Quam for Tip of the Spear, LLC

Phone number: [REDACTED] Email: [REDACTED]

OWNER Name, company, and client (if applicable): Tip of the Spear, LLC

Phone number: (same) Email: (same)

Postal address for proposed CSM: 1310 Campus Drive

Parcel Identification Numbers Involved: 226-0614-3323-015

Brief description of proposed division or combination and purpose: Split the lot to allow development on the low side of the lot to be accessed from Campus Drive and to allow development on the high side of the lot to be accessed from Banker Road.

#### I Application Packet Requirements

The Applicant shall submit one electronic copy of the application.

- A map of the subject property to scale depicting: [See attached CSM unless noted](#)
  - All lands and boundaries for the parcel(s)
  - Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control. [See "Attachment A"](#)
  - All lot dimensions of the subject property.
  - A graphic scale and a north arrow.
- Legal Description [See attached](#)
- All easements, setbacks or land restrictions on the parcel(s)  
[See attached CSM for easements - setback assigned in PUD process](#)




City of Fort Atkinson  
City Manager's Office  
101 N. Main Street  
Fort Atkinson, WI 53538

## II Process Checklist

- |   |                 |
|---|-----------------|
| <input checked="" type="checkbox"/> Application fee of \$100 plus \$10 per additional lot received by City Treasurer<br>- (Maximum \$150) | Date: <u>JW</u> |
| <input type="checkbox"/> Receipt of complete application packet by Zoning Administrator   | Date: _____     |
| <input type="checkbox"/> City Staff Review  | Date: _____     |
| <input type="checkbox"/> Plan Commission Public Hearing, review and recommendation  | Date: _____     |
| <input type="checkbox"/> City Council review and action   | Date: _____     |

Dated this 4<sup>th</sup> day of February, 20 26

Respectfully submitted,

  
(Signature of Applicant)

RESOLUTION NO. 2026-1449

**RESOLUTION  
ALLOCATING FUNDS FROM THE CITY OF FORT ATKINSON'S AFFORDABLE HOUSING FUND TO  
HABITAT FOR HUMANITY OF WAUKESHA, JEFFERSON, AND ROCK COUNTIES FOR THE  
FORT ATKINSON CRITICAL REPAIR PROGRAM**

**WHEREAS**, the City of Fort Atkinson City Council ("City Council") adopted Resolution No. 2024-1422 on August 20, 2024, extending the life of Tax Increment District ("TID") No. 8 for one year to fund affordable housing programs and projects within the City of Fort Atkinson ("City"); an additional year; and

**WHEREAS**, the City Council adopted Resolutions No. 2025-1438 and 2025-1439 on August 19, 2025, extending the lives of TID No. 6 and TID No. 7, respectively, for one year to fund affordable housing program and projects within the City; and

**WHEREAS**, the City Council adopted the 2026 Budget in November 2025, which included Fund 9 (Section N), the Affordable Housing Fund ("AHF"), and as of March 31, 2026, there will be an estimated \$1,689,571 in the AHF; and

**WHEREAS**, Habitat for Humanity of Waukesha, Jefferson, and Rock Counties has proposed a Fort Atkinson Critical Repair Program for low-income homeowners within the City of Fort Atkinson that is compliant with the affordable housing fund requirements of the TID extension permitted by state law; and

**WHEREAS**, the City Council supports the goal of funding critical repairs such as roofs, windows, siding, porch, accessibility, and code remediation for owner-occupied single-family and two-family homes, and desires to use \$250,000 from the City's AHF as a grant to fund the proposed Critical Repair Program.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin, that \$250,000 from the City's AHF be granted to Habitat for Humanity of Waukesha, Jefferson, and Rock Counties for the purpose of providing loans to eligible Fort Atkinson residents for the Critical Repair Program; and

**BE IT FURTHER RESOLVED** that the City Council hereby directs the City Manager to apply to the Fort Atkinson Community Foundation for a matching grant for Habitat for Humanity to further support the Program; and

**BE IT FURTHER RESOLVED** that the City Council assigns review and oversight of the Program to the Plan Commission, including the following: review and approval of the Program and Eligibility Guidelines; review of a monthly Program update from City staff; and an annual

report by Habitat staff relating to the use of funds and completion of projects until such time that the funds have been depleted.

Adopted and effective this 17<sup>th</sup> day of February 2026.

CITY OF FORT ATKINSON

  
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Kyle Jaeckel, City Council President

ATTEST:

  
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Michelle Ebbert, City Clerk/Treasurer/Finance Director